

Department of Social Services

Support Divisions

Fiscal Year 2008 Budget Request

Deborah Scott, Director

Printed with Governor's Recommendations

Page No.	Dept Rank	Decision Item Name	Department Amended Request					Governor's Recommendation				
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total
Office of the Director												
2	1	Core	8.00	464,477	13,874	61,162	539,513	8.00	464,477	13,874	61,162	539,513
	2	General Structure Adjustment						0.00	12,912	1	1,340	14,253
		Total	8.00	464,477	13,874	61,162	539,513	8.00	477,389	13,875	62,502	553,766
Mail Center Consolidation												
11	1	Core						10.00	325,049	29,142	10,098	364,289
	2	General Structure Adjustment						0.00	6,415	585	303	7,303
		Total	0.00	0	0	0	0	10.00	331,464	29,727	10,401	371,592
Facilities Management Design and Consolidation												
16	1	Core	0.00	0	0	0	0	0.00	0	0	0	0
		Total	0.00	0	0	0	0	0.00	0	0	0	0
Federal Grants and Donations												
23	1	Core	0.00	0	11,979,960	24,998	12,004,958	0.00	0	11,979,960	24,998	12,004,958
		Total	0.00	0	11,979,960	24,998	12,004,958	0.00	0	11,979,960	24,998	12,004,958
Maintenance & Repair												
30	1	Core	0.00	0	138,243	78,794	217,037	0.00	0	138,243	78,794	217,037
		Total	0.00	0	138,243	78,794	217,037	0.00	0	138,243	78,794	217,037
Human Resource Center												
37	1	Core	13.52	357,603	227,130	0	584,733	13.52	357,603	227,130	0	584,733
	2	General Structure Adjustment						0.00	15,694	0	0	15,694
		Total	13.52	357,603	227,130	0	584,733	13.52	373,297	227,130	0	600,427
Field and Line Staff Training												
48	1	Core	0.00	178,125	131,840	0	309,965	0.00	178,125	131,840	0	309,965
		Total	0.00	178,125	131,840	0	309,965	0.00	178,125	131,840	0	309,965
DSS Overtime												
56	1	Core	0.00	0	0	0	0	0.00	0	0	0	0
		Total	0.00	0	0	0	0	0.00	0	0	0	0
Budget and Finance												
65	1	Core	74.42	1,838,229	1,050,318	4,055	2,892,602	74.42	1,838,229	1,050,318	4,055	2,892,602
	2	General Structure Adjustment						0.00	80,084	0	113	80,197
	75	32	Contracted Audit & Investigation Support	0.00	500,000	0	0	500,000	0.00	100,000	0	0
		Total	74.42	2,338,229	1,050,318	4,055	3,392,602	74.42	2,018,313	1,050,318	4,168	3,072,799
Revenue Maximization												
81	1	Core	0.00	0	1,000,000	0	1,000,000	0.00	0	1,000,000	0	1,000,000
		Total	0.00	0	1,000,000	0	1,000,000	0.00	0	1,000,000	0	1,000,000
Receipt & Disbursement - Refunds												
89	1	Core	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000
		Total	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000
Neglected & Delinquent Children												
96	1	Core	0.00	3,302,000	0	0	3,302,000	0.00	3,302,000	0	0	3,302,000
		Total	0.00	3,302,000	0	0	3,302,000	0.00	3,302,000	0	0	3,302,000

Page No.	Dept Rank	Decision Item Name	Department Amended Request					Governor's Recommendation				
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total
		General Services										
104	1	Core	44.11	1,043,189	268,966	5,518,324	6,830,479	37.11	787,106	245,820	5,508,226	6,541,152
	2	General Structure Adjustment						0.00	29,924	(1,287)	1,814	30,451
		<i>Total</i>	44.11	1,043,189	268,966	5,518,324	6,830,479	37.11	817,030	244,533	5,510,040	6,571,603
		Legal Services										
116	1	Core	141.97	1,970,109	3,642,143	792,874	6,405,126	141.97	1,970,109	3,642,143	792,874	6,405,126
	2	General Structure Adjustment						0.00	69,956	71,972	20,328	162,256
127	31	CA/N Hotline Administrative Reviews	0.00	410,730	129,704	0	540,434	0.00	0	0	0	0
134	32	Contracted Audit & Investigation Support	0.00	500,000	0	0	500,000	0.00	0	0	0	0
		<i>Total</i>	141.97	2,880,839	3,771,847	792,874	7,445,560	141.97	2,040,065	3,714,115	813,202	6,567,382
		<i>Supports Core Total</i>	282.02	9,153,732	20,152,474	7,280,207	36,586,413	285.02	9,222,698	20,158,470	7,280,207	36,661,375
		<i>Total Supports</i>	282.02	10,564,462	20,282,178	7,280,207	38,126,847	285.02	9,537,683	20,229,741	7,304,105	37,071,529

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DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
OFFICE OF DIRECTOR									
CORE									
PERSONAL SERVICES									
GENERAL REVENUE	396,504	6.86	418,031	6.74	418,031	6.74	418,031	6.74	
DEPT OF SOC SERV FEDERAL & OTH	12,433	0.22	12,445	0.26	12,445	0.26	12,445	0.26	
CHILD SUPPORT ENFORCEMT COLLTN	42,886	0.73	44,682	1.00	44,682	1.00	44,682	1.00	
TOTAL - PS	451,823	7.81	475,158	8.00	475,158	8.00	475,158	8.00	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	45,035	0.00	46,446	0.00	46,446	0.00	46,446	0.00	
DEPT OF SOC SERV FEDERAL & OTH	1,403	0.00	1,429	0.00	1,429	0.00	1,429	0.00	
CHILD SUPPORT ENFORCEMT COLLTN	15,675	0.00	16,480	0.00	16,480	0.00	16,480	0.00	
TOTAL - EE	62,113	0.00	64,355	0.00	64,355	0.00	64,355	0.00	
TOTAL	513,936	7.81	539,513	8.00	539,513	8.00	539,513	8.00	
GENERAL STRUCTURE ADJUSTMENT - 0000012									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	12,912	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	1	0.00	
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	0	0.00	0	0.00	1,340	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	14,253	0.00	
TOTAL	0	0.00	0	0.00	0	0.00	14,253	0.00	
GRAND TOTAL	\$513,936	7.81	\$539,513	8.00	\$539,513	8.00	\$553,766	8.00	

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CORE DECISION ITEM

Department: Social Services
Division: Office of the Director
Appropriation: Office of the Director

Budget Unit Number: 88712C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS	418,031	12,445	44,682	475,158
EE	46,446	1,429	16,480	64,355
PSD				
TRF				
Total	464,477	13,874	61,162	539,513
FTE	6.74	0.26	1.00	8.00

Est. Fringe	220,888	6,576	23,610	251,073
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Child Support Enforcement Collections Fund (0169)

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS	418,031	12,445	44,682	475,158
EE	46,446	1,429	16,480	64,355
PSD				
TRF				
Total	464,477	13,874	61,162	539,513
FTE	6.74	0.26	1.00	8.00

Est. Fringe	220,888	6,576	23,610	251,073
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

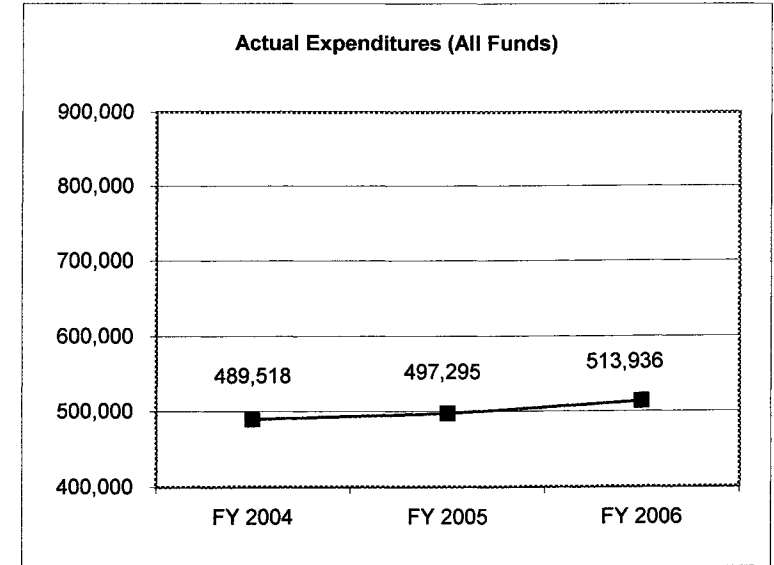
Core operating budget for the Office of the Director.

3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	564,175	559,978	517,225	539,513
Less Reverted (All Funds)	(14,744)	(34,573)	(1,399)	N/A
Budget Authority (All Funds)	549,431	525,405	515,826	N/A
Actual Expenditures (All Funds)	489,518	497,295	513,936	N/A
Unexpended (All Funds)	59,913	28,110	1,890	N/A
Unexpended, by Fund:				
General Revenue	45,151	21,827	969	N/A
Federal	1,068	2,075	38	N/A
Other	13,694	4,208	883	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
OFFICE OF DIRECTOR

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	8.00	418,031	12,445	44,682	475,158	
	EE	0.00	46,446	1,429	16,480	64,355	
	Total	8.00	464,477	13,874	61,162	539,513	
DEPARTMENT CORE REQUEST							
	PS	8.00	418,031	12,445	44,682	475,158	
	EE	0.00	46,446	1,429	16,480	64,355	
	Total	8.00	464,477	13,874	61,162	539,513	
GOVERNOR'S RECOMMENDED CORE							
	PS	8.00	418,031	12,445	44,682	475,158	
	EE	0.00	46,446	1,429	16,480	64,355	
	Total	8.00	464,477	13,874	61,162	539,513	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88712C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Office of Director	DIVISION: Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$475,158	20%	\$95,032
	E&E	\$64,355	20%	\$12,871
<i>Total Request</i>		\$539,513		\$107,903

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
OFFICE OF DIRECTOR								
CORE								
STATE DEPARTMENT DIRECTOR	102,175	0.98	107,353	1.00	107,353	1.00	107,353	1.00
DEPUTY STATE DEPT DIRECTOR	94,367	0.99	99,391	1.00	99,397	1.00	99,397	1.00
DESIGNATED PRINCIPAL ASST DEPT	72,085	1.00	156,004	2.00	162,200	2.00	162,200	2.00
SPECIAL ASST PROFESSIONAL	48,294	1.38	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	134,902	3.46	112,410	4.00	106,208	4.00	106,208	4.00
TOTAL - PS	451,823	7.81	475,158	8.00	475,158	8.00	475,158	8.00
TRAVEL, IN-STATE	3,719	0.00	12,159	0.00	8,159	0.00	8,159	0.00
TRAVEL, OUT-OF-STATE	6,565	0.00	4,000	0.00	8,000	0.00	8,000	0.00
SUPPLIES	19,664	0.00	18,364	0.00	20,040	0.00	20,040	0.00
PROFESSIONAL DEVELOPMENT	8,035	0.00	3,300	0.00	6,093	0.00	6,093	0.00
COMMUNICATION SERV & SUPP	9,199	0.00	11,823	0.00	11,823	0.00	11,823	0.00
PROFESSIONAL SERVICES	1,333	0.00	7,291	0.00	1,881	0.00	1,881	0.00
JANITORIAL SERVICES	372	0.00	325	0.00	0	0.00	0	0.00
M&R SERVICES	1,744	0.00	3,493	0.00	2,181	0.00	2,181	0.00
OFFICE EQUIPMENT	2,286	0.00	985	0.00	3,016	0.00	3,016	0.00
OTHER EQUIPMENT	821	0.00	775	0.00	869	0.00	869	0.00
PROPERTY & IMPROVEMENTS	6,653	0.00	0	0.00	0	0.00	0	0.00
REAL PROPERTY RENTALS & LEASES	121	0.00	0	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	1,228	0.00	840	0.00	1,793	0.00	1,793	0.00
MISCELLANEOUS EXPENSES	373	0.00	1,000	0.00	500	0.00	500	0.00
TOTAL - EE	62,113	0.00	64,355	0.00	64,355	0.00	64,355	0.00
GRAND TOTAL	\$513,936	7.81	\$539,513	8.00	\$539,513	8.00	\$539,513	8.00
GENERAL REVENUE	\$441,539	6.86	\$464,477	6.74	\$464,477	6.74	\$464,477	6.74
FEDERAL FUNDS	\$13,836	0.22	\$13,874	0.26	\$13,874	0.26	\$13,874	0.26
OTHER FUNDS	\$58,561	0.73	\$61,162	1.00	\$61,162	1.00	\$61,162	1.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of the Director

Program is found in the following core budget(s): Office of the Director

1. What does this program do?

PROGRAM SYNOPSIS: The role of the Office of the Director is to provide leadership and direction for over 8,000 employees of the seven divisions of the Department of Social Services (DSS).

In its leadership role, the Office of the Director:

- coordinates and monitors division's operational plans and major policy initiatives;
- identifies emerging issues and formulates the department's response to them;
- ensures appropriate and effective use of public funds appropriated to the department;
- creates public/private partnerships to confront and resolve issues facing children and families;
- is Missouri's voice in national human services forums; and
- is the liaison between those who administer the department's programs and the Governor's Office, the General Assembly, other state agencies, other state governments, the federal government, citizens, provider groups, the business community and philanthropic organizations.

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and Division of Medical Services) and three support divisions (Divisions of Budget and Finance, General Services and Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to respond to the needs of Missouri citizens.

Current focus areas include:

- Continue to lead the timely and successful implementation of Medicaid Reform.
- Providing counsel to the Medicaid Reform Commission and the Missouri Government Review Commission.
- Promoting the use of state-of-the-art technology to identify and eliminate waste, fraud and abuse, to improve service delivery and to enhance operational effectiveness.
- Improving the effectiveness of the department's field offices to address problems locally by encouraging open and proper communication at the local level and within the department and increasing expectations for field office employees to be responsible and accountable for their day-to-day operations.

- Maintaining the nation's most successful juvenile justice program.
- Continued implementation of major changes in national health care policy created by passage of Medicare Part D (Medicare pharmacy benefit).

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute RSMo. 660.010

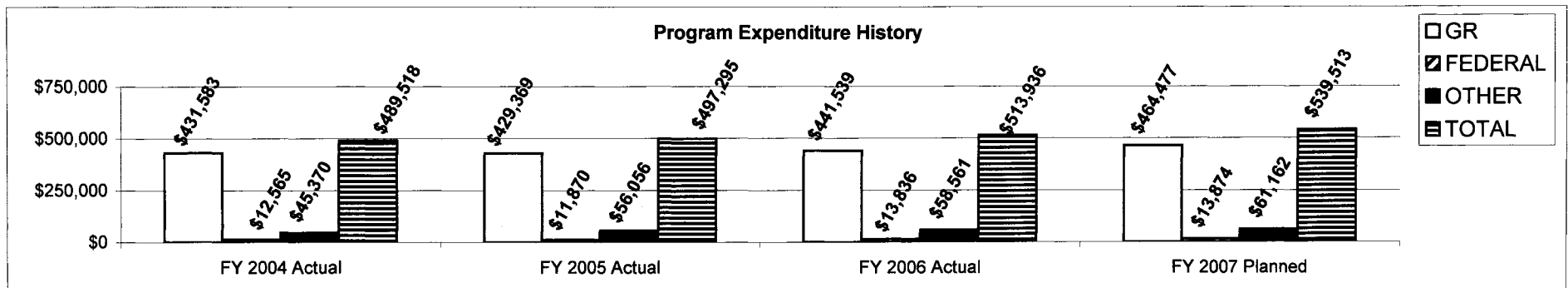
3. Are there federal matching requirements? If yes, please explain.

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections Fund (0169)

7a. Provide an effectiveness measure.

The Director's Office supports all Department of Social Service programs. Efficiency measures will be found in the departmental division sections.

7b. Provide an efficiency measure.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

**MAIL CENTER
CONSOLIDATION**

FY08 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
MAIL CENTER CONSOLIDATION								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	213,836	8.78
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	19,472	0.80
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	0	0.00	0	0.00	10,098	0.42
TOTAL - PS	0	0.00	0	0.00	0	0.00	243,406	10.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	111,213	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	9,670	0.00
TOTAL - EE	0	0.00	0	0.00	0	0.00	120,883	0.00
TOTAL	0	0.00	0	0.00	0	0.00	364,289	10.00
GENERAL STRUCTURE ADJUSTMENT - 0000012								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	6,415	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	585	0.00
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	0	0.00	0	0.00	303	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	7,303	0.00
TOTAL	0	0.00	0	0.00	0	0.00	7,303	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$0	0.00	\$371,592	10.00

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CORE DECISION ITEM

Department: Social Services
Division: General Services
Appropriation: Mail Center Consolidation

Budget Unit: 88714C

1. CORE FINANCIAL SUMMARY

	FY 2008 Budget Request			
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

	FY 2008 Governor's Recommendation			
	GR	Federal	Other	Total
PS	213,836	19,472	10,098	243,406
EE	111,213	9,670		120,883
PSD				
TRF				
Total	325,049	29,142	10,098	364,289
FTE	8.78	0.80	0.42	10.00

Est. Fringe	104,694	9,533	4,944	119,172
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Child Support Enforcement Collections (0169)

2. CORE DESCRIPTION

In December 2005, the Commissioner of the Office of Administration established an interagency committee to evaluate options for improving the efficiency of state agency mail services. This committee, composed of representatives from all executive agencies, worked together over several months and recommended the internal consolidation of mail services using a phased-in approach. All executive branch agencies except for MoDOT, Conservation, Revenue and Social Services will consolidate in Phase I, which is planned for early FY 08. Social Services and Revenue will be added in Phase II, after the initial consolidation has been fully established and is functioning efficiently.

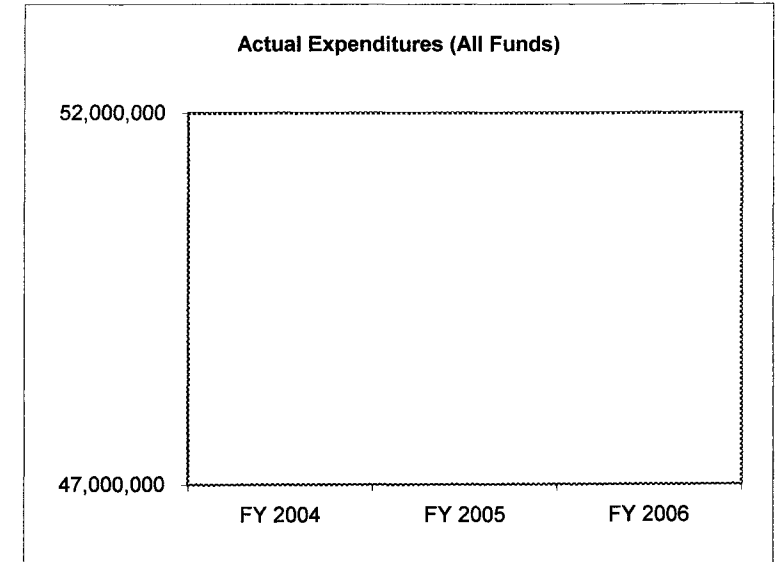
For Fiscal Year 08, the appropriations for Social Services and Revenue's central mail services have been reallocated to separate budget units to aid in preparation of Phase II consolidation. The Office of Administration will begin analysis of processes and staff to better coordinate statewide consolidation efforts

3. PROGRAM LISTING (list programs included in this core funding)

Mail Center Consolidation

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)				
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	0	0	0	N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

New section created in FY 2008 Governor's recommendations.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

MAIL CENTER CONSOLIDATION

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS									
Core Reallocation	3252	4217	PS	0.80	0	19,472	0	19,472	
Core Reallocation	3252	4220	PS	0.42	0	0	10,098	10,098	
Core Reallocation	3252	4222	PS	8.78	213,836	0	0	213,836	
Core Reallocation	3252	4224	EE	0.00	111,213	0	0	111,213	
Core Reallocation	3252	4219	EE	0.00	0	9,670	0	9,670	
NET GOVERNOR CHANGES				10.00	325,049	29,142	10,098	364,289	
GOVERNOR'S RECOMMENDED CORE									
			PS	10.00	213,836	19,472	10,098	243,406	
			EE	0.00	111,213	9,670	0	120,883	
			Total	10.00	325,049	29,142	10,098	364,289	

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
MAIL CENTER CONSOLIDATION								
CORE								
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	20,148	1.00
OFFICE SERVICES ASST	0	0.00	0	0.00	0	0.00	26,076	1.00
MAILING EQUIPMENT OPER	0	0.00	0	0.00	0	0.00	105,483	4.00
MAIL ROOM SPV	0	0.00	0	0.00	0	0.00	27,876	1.00
LABORER II	0	0.00	0	0.00	0	0.00	21,055	1.00
MOTOR VEHICLE DRIVER	0	0.00	0	0.00	0	0.00	42,768	2.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	243,406	10.00
SUPPLIES	0	0.00	0	0.00	0	0.00	13,127	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	0	0.00	2,474	0.00
PROFESSIONAL SERVICES	0	0.00	0	0.00	0	0.00	184	0.00
M&R SERVICES	0	0.00	0	0.00	0	0.00	101,029	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	0	0.00	0	0.00	750	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	0	0.00	0	0.00	3,319	0.00
TOTAL - EE	0	0.00	0	0.00	0	0.00	120,883	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$0	0.00	\$364,289	10.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$325,049	8.78
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$29,142	0.80
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$10,098	0.42

FY08 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FAC-ASSETS-PERSONNEL-RESOURCES								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	400,363	0.00	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	664,474	0.00	0	0.00	0	0.00
HEALTH INITIATIVES	0	0.00	999	0.00	0	0.00	0	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	197,665	0.00	0	0.00	0	0.00
TOTAL - EE	0	0.00	1,263,501	0.00	0	0.00	0	0.00
TOTAL	0	0.00	1,263,501	0.00	0	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$1,263,501	0.00	\$0	0.00	\$0	0.00

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CORE DECISION ITEM

Department: Social Services
 Division: Office of Administration
 Appropriation: Facilities Management Design and Construction

Budget Unit: 88713C

1. CORE FINANCIAL SUMMARY

	FY 2008 Budget Request			
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				0
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Administrative Trust Fund (0545), Health Initiatives Fund (0275)

	FY 2008 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				0
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Administrative Trust Fund (0545), Health Initiatives Fund (0275)

2. CORE DESCRIPTION

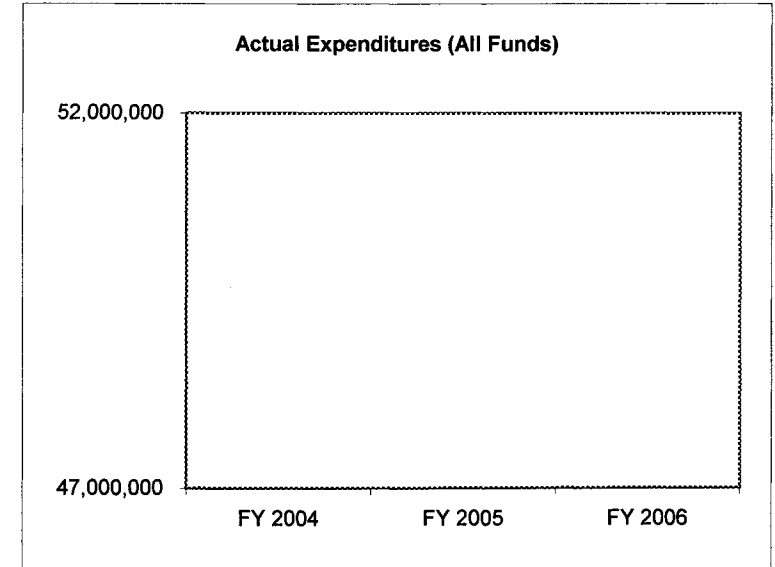
Core funding for Office of Administration to provide payment of fuel and utility expenditures for leased and state owned buildings occupied by DOSS.

3. PROGRAM LISTING (list programs included in this core funding)

Facilities Management Design and Construction

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)				1,263,501
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	0	0	0	N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
FAC-ASSETS-PERSONNEL-RESOURCES

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES									
			EE	0.00	400,363	664,474	198,664	1,263,501	
			Total	0.00	400,363	664,474	198,664	1,263,501	
DEPARTMENT CORE ADJUSTMENTS									
Transfer Out	1564 3261		EE	0.00	(400,363)	0	0	(400,363)	Transfer to OA Facilities Mgmt
Transfer Out	1564 3317		EE	0.00	0	0	(999)	(999)	Transfer to OA Facilities Mgmt
Transfer Out	1564 3303		EE	0.00	0	(664,474)	0	(664,474)	Transfer to OA Facilities Mgmt
Transfer Out	1648 3305		EE	0.00	0	0	(197,665)	(197,665)	Core Cut DSS Administrative Trust Fund Authority
NET DEPARTMENT CHANGES				0.00	(400,363)	(664,474)	(198,664)	(1,263,501)	
DEPARTMENT CORE REQUEST									
			EE	0.00	0	0	0	0	
			Total	0.00	0	0	0	0	
GOVERNOR'S RECOMMENDED CORE									
			EE	0.00	0	0	0	0	
			Total	0.00	0	0	0	0	

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FAC-ASSETS-PERSONNEL-RESOURCES								
CORE								
FUEL & UTILITIES	0	0.00	1,263,501	0.00	0	0.00	0	0.00
TOTAL - EE	0	0.00	1,263,501	0.00	0	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$1,263,501	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$400,363	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$664,474	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$198,664	0.00	\$0	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Facilities Management Design and Construction

Program is found in the following core budget(s): Facilities Management Design and Construction

1. What does this program do?

PROGRAM SYNOPSIS: This program provides funding to the Office of Administration to pay fuel and utility expenditures for leased and state owned buildings the Department of Social Services occupies.

This program is the an element of a statewide initiative to consolidate the functions of building management along with the expenditures associated with providing services in buildings that are either leased or state owned. The Governor has recommended the Office of Administration, Division of Facilities Management Design and Construction be responsible for all aspects of the buildings departments occupy regardless of whether state owned or leased. This is the first of a consolidation process to provide a more efficient use of resources within the state of Missouri. This program provides funding for fuel and utilities associated with leased and state owned buildings occupied by the DOSS.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

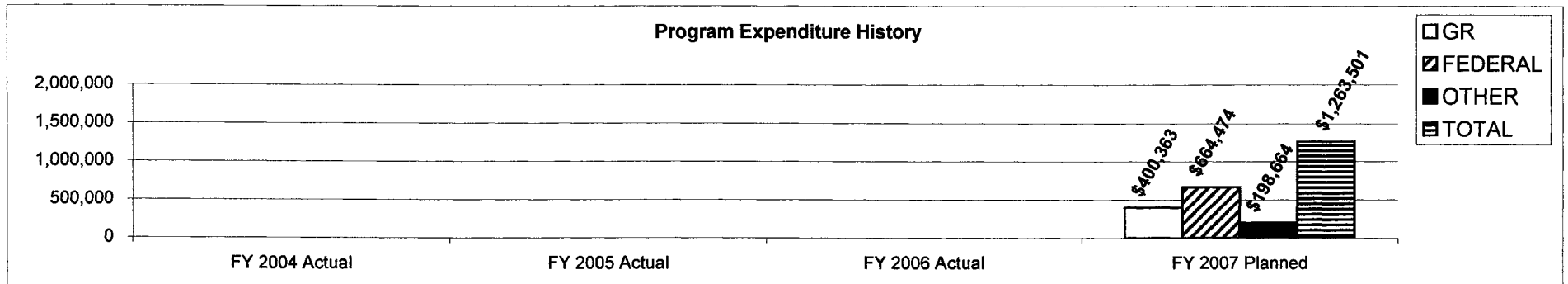
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Administrative Trust Fund (0545), Health Initiatives Fund (0275)

7a. Provide an effectiveness measure.

7b. Provide an efficiency measure.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY08 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL GRANTS & DONATIONS								
CORE								
PERSONAL SERVICES								
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1	0.00	1	0.00	1	0.00
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	1	0.00
YOUTH SERVICES TREATMENT	0	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PS	0	0.00	3	0.00	3	0.00	3	0.00
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	2,014,002	0.00	2,788,002	0.00	2,788,002	0.00	2,788,002	0.00
FAMILY SERVICES DONATIONS	0	0.00	13	0.00	13	0.00	13	0.00
YOUTH SERVICES TREATMENT	0	0.00	13	0.00	13	0.00	13	0.00
TOTAL - EE	2,014,002	0.00	2,788,028	0.00	2,788,028	0.00	2,788,028	0.00
PROGRAM-SPECIFIC								
DEPT OF SOC SERV FEDERAL & OTH	785,885	0.00	9,191,957	0.00	9,191,957	0.00	9,191,957	0.00
FAMILY SERVICES DONATIONS	0	0.00	23,985	0.00	23,985	0.00	23,985	0.00
YOUTH SERVICES TREATMENT	0	0.00	985	0.00	985	0.00	985	0.00
TOTAL - PD	785,885	0.00	9,216,927	0.00	9,216,927	0.00	9,216,927	0.00
TOTAL	2,799,887	0.00	12,004,958	0.00	12,004,958	0.00	12,004,958	0.00
GRAND TOTAL	\$2,799,887	0.00	\$12,004,958	0.00	\$12,004,958	0.00	\$12,004,958	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Office of the Director
Appropriation: Federal Grants and Donations

Budget Unit Number: 88722C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS		1	2	3
EE		2,788,002	26	2,788,028
PSD		9,191,957	24,970	9,216,927
TRF				
Total		11,979,960	24,998	12,004,958 E
FTE				0.00

Est. Fringe	0	1	1	2
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Services Donation (0167)
Youth Services Treatment (0843)

Note: An "E" is requested for Federal Funds.

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS		1	2	3
EE		2,788,002	26	2,788,028
PSD		9,191,957	24,970	9,216,927
TRF				
Total		11,979,960	24,998	12,004,958 E
FTE				0.00

Est. Fringe	0	1	1	2
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Services Donation (0167)
Youth Services Treatment (0843)

Note: An "E" is requested for Federal Funds.

2. CORE DESCRIPTION

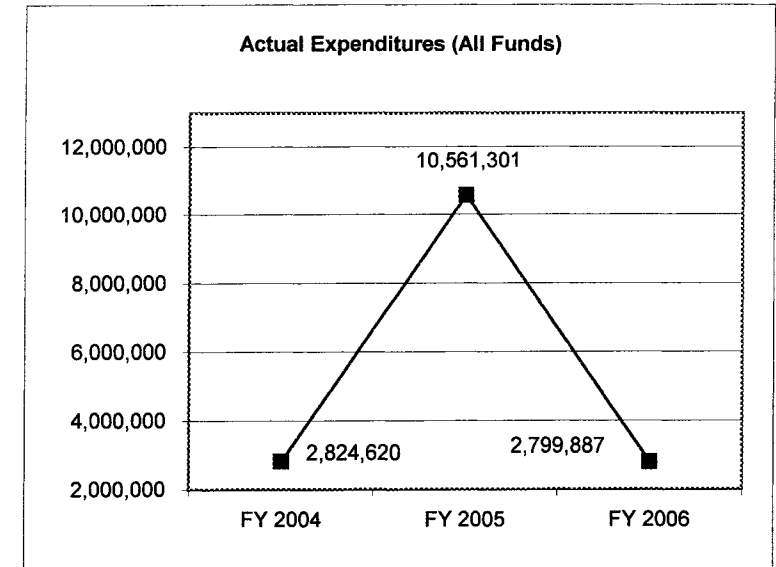
Core budget to receive and spend time limited grants or donations from federal, state or private sources.

3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants & Donations

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	12,429,000	12,124,960	12,004,958	12,004,958
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	12,429,000	12,124,960	12,004,958	N/A
Actual Expenditures (All Funds)	2,824,620	10,561,301	2,799,887	N/A
Unexpended (All Funds)	9,604,380	1,563,659	9,205,071	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	9,579,380	1,538,659	9,180,073	N/A
Other	25,000	25,000	24,998	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES: The level of federal expenditures is based on the availability of additional federal funding. FY2005 expenditures include \$7.3 million of child care expenditures that were paid with TANF High Performance Bonus funding.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
FEDERAL GRANTS & DONATIONS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,788,002	26	2,788,028	
	PD	0.00	0	9,191,957	24,970	9,216,927	
	Total	0.00	0	11,979,960	24,998	12,004,958	
DEPARTMENT CORE REQUEST							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,788,002	26	2,788,028	
	PD	0.00	0	9,191,957	24,970	9,216,927	
	Total	0.00	0	11,979,960	24,998	12,004,958	
GOVERNOR'S RECOMMENDED CORE							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,788,002	26	2,788,028	
	PD	0.00	0	9,191,957	24,970	9,216,927	
	Total	0.00	0	11,979,960	24,998	12,004,958	

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL GRANTS & DONATIONS								
CORE								
OTHER	0	0.00	3	0.00	3	0.00	3	0.00
TOTAL - PS	0	0.00	3	0.00	3	0.00	3	0.00
TRAVEL, IN-STATE	30,403	0.00	30,002	0.00	30,002	0.00	30,002	0.00
TRAVEL, OUT-OF-STATE	10,744	0.00	30,002	0.00	30,002	0.00	30,002	0.00
SUPPLIES	373,770	0.00	360,002	0.00	360,002	0.00	360,002	0.00
PROFESSIONAL DEVELOPMENT	36,242	0.00	83,002	0.00	83,002	0.00	83,002	0.00
COMMUNICATION SERV & SUPP	3,902	0.00	27,002	0.00	27,002	0.00	27,002	0.00
PROFESSIONAL SERVICES	1,337,215	0.00	1,820,002	0.00	1,820,002	0.00	1,820,002	0.00
M&R SERVICES	6,169	0.00	14,002	0.00	14,002	0.00	14,002	0.00
COMPUTER EQUIPMENT	36,786	0.00	0	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	106,187	0.00	300,000	0.00	300,000	0.00	300,000	0.00
OFFICE EQUIPMENT	5,628	0.00	4,502	0.00	4,502	0.00	4,502	0.00
OTHER EQUIPMENT	34,170	0.00	68,002	0.00	68,002	0.00	68,002	0.00
PROPERTY & IMPROVEMENTS	0	0.00	7,502	0.00	7,502	0.00	7,502	0.00
REAL PROPERTY RENTALS & LEASES	10,163	0.00	3,502	0.00	3,502	0.00	3,502	0.00
EQUIPMENT RENTALS & LEASES	137	0.00	2,502	0.00	2,502	0.00	2,502	0.00
MISCELLANEOUS EXPENSES	22,486	0.00	38,004	0.00	38,004	0.00	38,004	0.00
TOTAL - EE	2,014,002	0.00	2,788,028	0.00	2,788,028	0.00	2,788,028	0.00
PROGRAM DISTRIBUTIONS	785,885	0.00	9,216,927	0.00	9,216,927	0.00	9,216,927	0.00
TOTAL - PD	785,885	0.00	9,216,927	0.00	9,216,927	0.00	9,216,927	0.00
GRAND TOTAL	\$2,799,887	0.00	\$12,004,958	0.00	\$12,004,958	0.00	\$12,004,958	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$2,799,887	0.00	\$11,979,960	0.00	\$11,979,960	0.00	\$11,979,960	0.00
OTHER FUNDS	\$0	0.00	\$24,998	0.00	\$24,998	0.00	\$24,998	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Federal Grants and Donations

Program is found in the following core budget(s): Federal Grants and Donations

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation provides a mechanism for the Department to receive and expend grants or donations from federal, state or private sources.

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Budget and Finance coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain the level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

The department uses this flexible appropriation language to spend miscellaneous grants and donations that are received through the fiscal year. The flexible language provides the opportunity to capitalize on changes in federal fiscal policy should it result in new private or federal grants not presently available or foreseen. This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff if called on or required, for effective administration of the grant or donation.

Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY08 are as follows:

- Head Start Innovation and Improvement Grant
- School Violence Hotline
- Education and Training Vouchers
- Youth Services Donations
- Serious Offender Reentry Program
- STAT Multidisciplinary Training Grants
- Healthy Start Grow Smart Grant

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 660 RSMo.

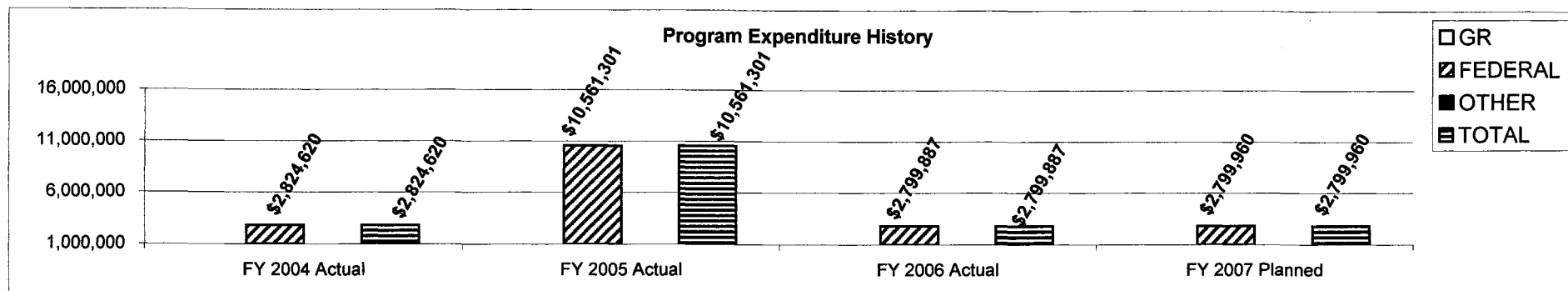
3. Are there federal matching requirements? If yes, please explain.

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Family Services Donation (0167) and Youth Services Treatment (0843).

7a. Provide an effectiveness measure.

Effectiveness is measured in the division or program using the funds.

7b. Provide an efficiency measure.

Efficiency is measured in the division or program using the funds.

7c. Provide the number of clients/individuals served, if applicable.

N/A

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
MAINTENANCE & REPAIR									
CORE									
EXPENSE & EQUIPMENT									
DEPT OF SOC SERV FEDERAL & OTH	139,594	0.00	148,381	0.00	138,243	0.00	138,243	0.00	
FACILITIES MAINTENANCE RESERVE	91,107	0.00	109,502	0.00	78,794	0.00	78,794	0.00	
TOTAL - EE	230,701	0.00	257,883	0.00	217,037	0.00	217,037	0.00	
TOTAL	230,701	0.00	257,883	0.00	217,037	0.00	217,037	0.00	
GRAND TOTAL	\$230,701	0.00	\$257,883	0.00	\$217,037	0.00	\$217,037	0.00	

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: Maintenance and Repair

Budget Unit Number: 88740C

1. CORE FINANCIAL SUMMARY

	FY 2008 Budget Request			
	GR	Federal	Other	Total
PS				
EE		138,243	78,794	217,037
PSD				
TRF				
Total		138,243	78,794	217,037
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Facilities Maintenance Reserve Fund (0124)

	FY 2008 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE		138,243	78,794	217,037
PSD				
TRF				
Total		138,243	78,794	217,037
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Facilities Maintenance Reserve Fund (0124)

2. CORE DESCRIPTION

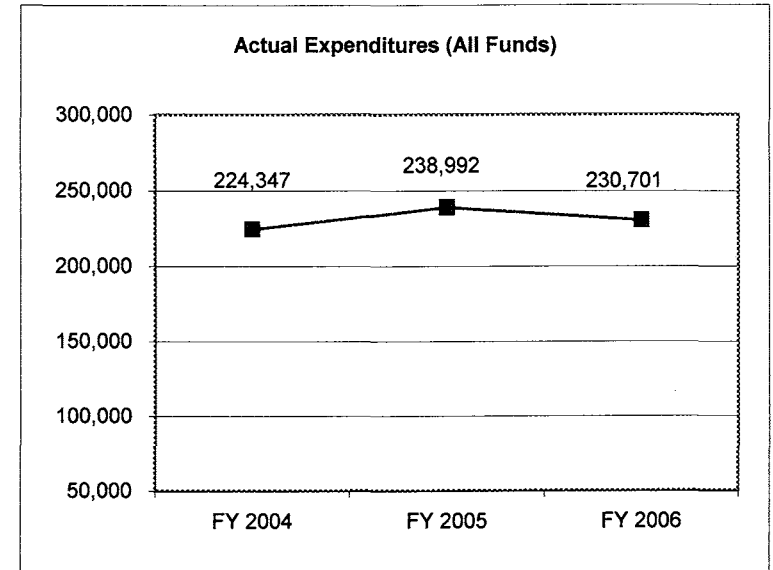
Core budget for operational maintenance and repair of Division of Youth Services' facilities.

3. PROGRAM LISTING (list programs included in this core funding)

Maintenance and Repair

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	257,883	257,883	257,883	257,883
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	257,883	257,883	257,883	N/A
Actual Expenditures (All Funds)	224,347	238,992	230,701	N/A
Unexpended (All Funds)	33,536	18,891	27,182	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	17,070	18,215	8,787	N/A
Other	16,466	676	18,395	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

MAINTENANCE & REPAIR

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES								
	EE		0.00	0	148,381	109,502	257,883	
	Total		0.00	0	148,381	109,502	257,883	
DEPARTMENT CORE ADJUSTMENTS								
Core Reduction	1554 3406	EE	0.00	0	0	(30,708)	(30,708)	Transfer to OA Facilities Management
Core Reduction	1554 2999	EE	0.00	0	(10,138)	0	(10,138)	Transfer to OA Facilities Management
NET DEPARTMENT CHANGES			0.00	0	(10,138)	(30,708)	(40,846)	
DEPARTMENT CORE REQUEST								
	EE		0.00	0	138,243	78,794	217,037	
	Total		0.00	0	138,243	78,794	217,037	
GOVERNOR'S RECOMMENDED CORE								
	EE		0.00	0	138,243	78,794	217,037	
	Total		0.00	0	138,243	78,794	217,037	

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
MAINTENANCE & REPAIR								
CORE								
FUEL & UTILITIES	0	0.00	100	0.00	0	0.00	0	0.00
SUPPLIES	42,123	0.00	55,931	0.00	21,139	0.00	21,139	0.00
COMMUNICATION SERV & SUPP	0	0.00	100	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	1,045	0.00	1,500	0.00	0	0.00	0	0.00
JANITORIAL SERVICES	8,690	0.00	3,500	0.00	0	0.00	0	0.00
M&R SERVICES	22,023	0.00	13,696	0.00	22,963	0.00	22,963	0.00
MOTORIZED EQUIPMENT	4,096	0.00	100	0.00	0	0.00	0	0.00
OTHER EQUIPMENT	28,486	0.00	27,542	0.00	31,188	0.00	31,188	0.00
PROPERTY & IMPROVEMENTS	124,238	0.00	154,414	0.00	141,747	0.00	141,747	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	900	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	100	0.00	0	0.00	0	0.00
TOTAL - EE	230,701	0.00	257,883	0.00	217,037	0.00	217,037	0.00
GRAND TOTAL	\$230,701	0.00	\$257,883	0.00	\$217,037	0.00	\$217,037	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$139,594	0.00	\$148,381	0.00	\$138,243	0.00	\$138,243	0.00
OTHER FUNDS	\$91,107	0.00	\$109,502	0.00	\$78,794	0.00	\$78,794	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Maintenance and Repair

Program is found in the following core budget(s): Maintenance and Repair

1. What does this program do?

Provides for the maintenance and repair of 25 Division of Youth Services facilities.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

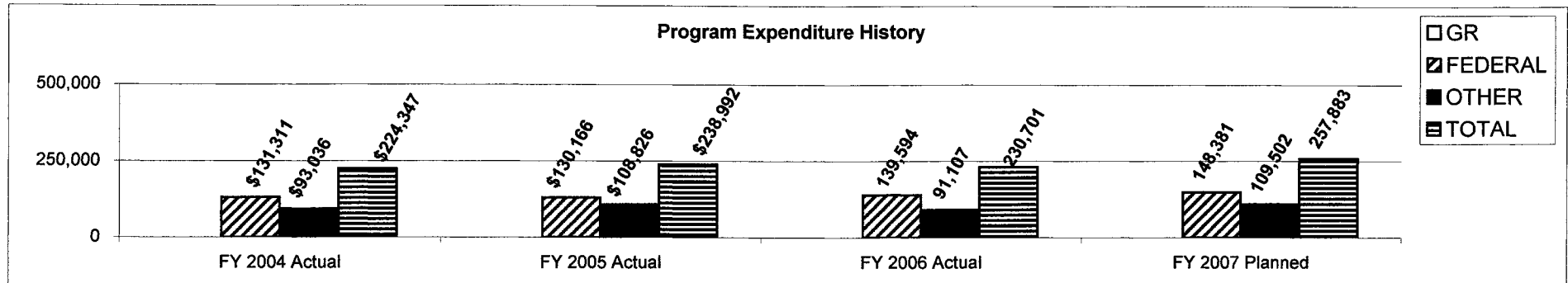
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement. However, Youth Services facility program expenditures are used as state maintenance of effort (MOE) to earn Social Services Block Grant (SSBG), and Prince Hall expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Facilities Maintenance Reserve Fund (0124).

7a. Provide an effectiveness measure.

Maintenance and Repair initiatives help to support program division measures.

7b. Provide an efficiency measure.

Maintenance and Repair initiatives help to support program division measures.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY08 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
HUMAN RESOURCE CENTER								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	296,127	6.85	332,911	8.30	332,911	8.30	332,911	8.30
DEPT OF SOC SERV FEDERAL & OTH	180,098	4.17	190,145	5.22	190,145	5.22	190,145	5.22
TOTAL - PS	476,225	11.02	523,056	13.52	523,056	13.52	523,056	13.52
EXPENSE & EQUIPMENT								
GENERAL REVENUE	24,157	0.00	24,692	0.00	24,692	0.00	24,692	0.00
DEPT OF SOC SERV FEDERAL & OTH	36,919	0.00	36,985	0.00	36,985	0.00	36,985	0.00
TOTAL - EE	61,076	0.00	61,677	0.00	61,677	0.00	61,677	0.00
TOTAL	537,301	11.02	584,733	13.52	584,733	13.52	584,733	13.52
GENERAL STRUCTURE ADJUSTMENT - 0000012								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	15,694	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	15,694	0.00
TOTAL	0	0.00	0	0.00	0	0.00	15,694	0.00
GRAND TOTAL	\$537,301	11.02	\$584,733	13.52	\$584,733	13.52	\$600,427	13.52

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: Human Resource Center

Budget Unit Number: 88742C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS	332,911	190,145		523,056
EE	24,692	36,985		61,677
PSD				
TRF				
Total	357,603	227,130		584,733
FTE	8.30	5.22		13.52

Est. Fringe	175,910	100,473	0	276,383
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS	332,911	190,145		523,056
EE	24,692	36,985		61,677
PSD				
TRF				
Total	357,603	227,130		584,733
FTE	8.30	5.22		13.52

Est. Fringe	175,910	100,473	0	276,383
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

2. CORE DESCRIPTION

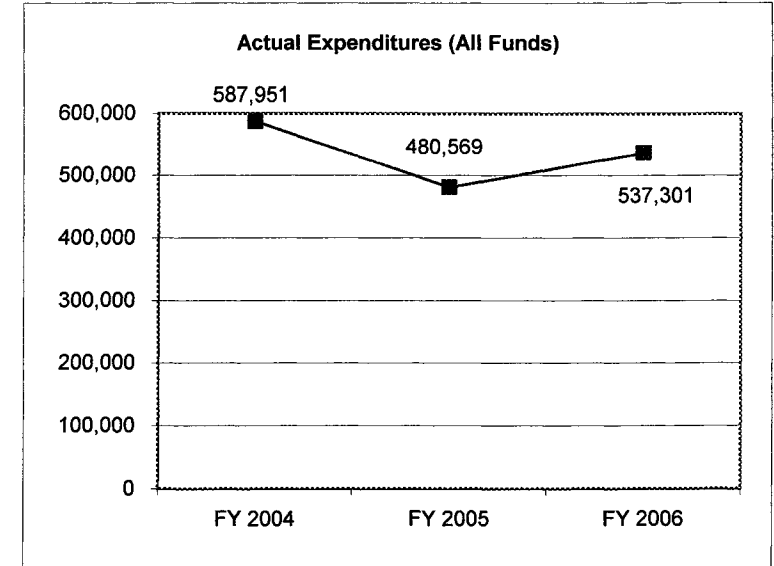
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	602,671	605,335	563,557	584,733
Less Reverted (All Funds)	(982)	(33,605)	(10,093)	N/A
Budget Authority (All Funds)	601,689	571,730	553,464	N/A
Actual Expenditures (All Funds)	587,951	480,569	537,301	N/A
Unexpended (All Funds)	13,738	91,161	16,163	N/A
Unexpended, by Fund:				
General Revenue	6,371	39,630	6,050	N/A
Federal	7,367	51,531	10,113	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2005 -- \$43,000 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**HUMAN RESOURCE CENTER**

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	13.52	332,911	190,145	0	523,056	
	EE	0.00	24,692	36,985	0	61,677	
	Total	13.52	357,603	227,130	0	584,733	
DEPARTMENT CORE REQUEST							
	PS	13.52	332,911	190,145	0	523,056	
	EE	0.00	24,692	36,985	0	61,677	
	Total	13.52	357,603	227,130	0	584,733	
GOVERNOR'S RECOMMENDED CORE							
	PS	13.52	332,911	190,145	0	523,056	
	EE	0.00	24,692	36,985	0	61,677	
	Total	13.52	357,603	227,130	0	584,733	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88742C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Human Resource Center	DIVISION: Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$523,056	20%	\$104,611
	E&E	\$61,677	20%	\$12,335
<i>Total Request</i>		\$584,733		\$116,947

Flexibility allows the Human Resource Center (HRC) to effectively manage. To best meet training timeframes, secure expertise and ensure program divisions' are served in the most appropriate and timely manner, HRC must decide whether goals can be achieved by utilizing current training staff or consider the need for outside experts in the various areas that training is provided. Appropriation flexibility allows latitude in making these decisions.

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows HRC to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
HUMAN RESOURCE CENTER								
CORE								
ADMIN OFFICE SUPPORT ASSISTANT	22,813	0.89	27,381	1.00	52,152	2.00	52,152	2.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	35,663	1.52	20,148	1.00	20,148	1.00
SR OFC SUPPORT ASST (KEYBRD)	3,958	0.19	23,163	1.00	5,759	0.25	5,759	0.25
PERSONNEL OFCR I	65	0.00	0	0.00	37,896	1.00	37,896	1.00
HUMAN RELATIONS OFCR I	66,990	1.99	71,346	3.00	72,308	2.00	72,308	2.00
HUMAN RELATIONS OFCR II	43,345	1.00	45,328	1.00	45,324	1.00	45,324	1.00
PERSONNEL ANAL II	70,229	2.04	71,586	2.00	71,592	2.00	71,592	2.00
TRAINING TECH II	9,286	0.21	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES MGR B2	56,526	1.00	58,082	1.00	115,528	2.00	115,528	2.00
HUMAN RESOURCES MGR B3	64,187	1.00	65,932	1.00	71,904	1.00	71,904	1.00
DEPUTY STATE DEPT DIRECTOR	7,483	0.09	0	0.00	0	0.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	65,577	0.87	77,376	1.00	8,788	0.10	8,788	0.10
LEGAL COUNSEL	45,266	1.00	47,199	1.00	0	0.00	0	0.00
CLERK	10,608	0.55	0	0.00	5,832	0.51	5,832	0.51
MISCELLANEOUS PROFESSIONAL	9,892	0.19	0	0.00	15,825	0.66	15,825	0.66
TOTAL - PS	476,225	11.02	523,056	13.52	523,056	13.52	523,056	13.52
TRAVEL, IN-STATE	4,387	0.00	8,790	0.00	7,214	0.00	7,214	0.00
TRAVEL, OUT-OF-STATE	0	0.00	100	0.00	100	0.00	100	0.00
SUPPLIES	15,799	0.00	16,450	0.00	16,566	0.00	16,566	0.00
PROFESSIONAL DEVELOPMENT	2,670	0.00	3,020	0.00	3,020	0.00	3,020	0.00
COMMUNICATION SERV & SUPP	9,627	0.00	11,787	0.00	11,787	0.00	11,787	0.00
PROFESSIONAL SERVICES	3,161	0.00	4,000	0.00	4,000	0.00	4,000	0.00
JANITORIAL SERVICES	6	0.00	50	0.00	10	0.00	10	0.00
M&R SERVICES	5,568	0.00	6,850	0.00	6,850	0.00	6,850	0.00
MOTORIZED EQUIPMENT	10,667	0.00	0	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	8,180	0.00	3,207	0.00	7,530	0.00	7,530	0.00
OTHER EQUIPMENT	420	0.00	6,873	0.00	3,650	0.00	3,650	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	300	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	200	0.00	200	0.00	200	0.00

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
HUMAN RESOURCE CENTER								
CORE								
MISCELLANEOUS EXPENSES	591	0.00	50	0.00	750	0.00	750	0.00
TOTAL - EE	61,076	0.00	61,677	0.00	61,677	0.00	61,677	0.00
GRAND TOTAL	\$537,301	11.02	\$584,733	13.52	\$584,733	13.52	\$584,733	13.52
GENERAL REVENUE	\$320,284	6.85	\$357,603	8.30	\$357,603	8.30	\$357,603	8.30
FEDERAL FUNDS	\$217,017	4.17	\$227,130	5.22	\$227,130	5.22	\$227,130	5.22
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Human Resource Center

Program is found in the following core budget(s): Human Resource Center

1. What does this program do?

PROGRAM SYNOPSIS: The Human Resource Center plans, develops and implements statewide human resource programs; giving direction and coordination to all divisions in the Department of Social Services.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. Therefore, the service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention of a productive and harmonious workforce. In its seven divisions, DSS employs approximately 8,500 staff.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- develop and implement administrative policies that are legally sound and support the work of DSS;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Personnel Advisory Board;
- provide effective representation of the department before administrative bodies and court tribunals on personnel related issues;
- develop curriculum, training schedules and provide training to employees in the prevention of sexual harassment, workplace diversity, unlawful discrimination, labor relations, customer service, employee and management development;
- investigate allegations of unlawful discrimination and sexual harassment of employees and clients of the Department of Social Services;
- assist/coordinate workplace accommodations to employees pursuant to the Americans with Disabilities Act and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;
- act as liaison for civil rights issues between department personnel and other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR) and Health and Human Services (HHS);

- conduct contract compliance audits on Department vendors to ensure compliance with state and federal civil rights laws;
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide technical assistance in the implementation of a department Affirmative Action Plan and Program;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate departmental employee award and recognition programs;
- coordinate recruitment activities;

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

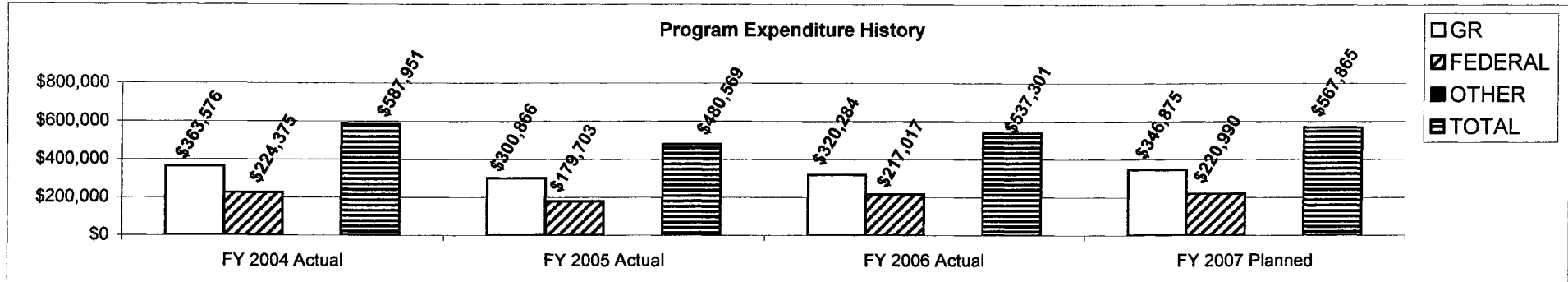
3. Are there federal matching requirements? If yes, please explain.

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees Receiving Employment-Related Training		Percent of new employees attending orientation, sexual harassment and diversity sessions		Percent of Administrative Policies Reviewed/ Revised	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2004	878,655*	415,000	3,965	3,000	66%	75%	26%	11%
2005	1,637,679*	992,880	9,957**	4,000	93%	85%	29%	25%
2006	1,736,498	1,700,000	7720***	8,000	84%	90%	29%	25%
2007		1,700,000		8,000		90%		25%
2008		1,700,000		8,000		90%		25%
2009		1,700,000		8,000		90%		25%

*Numbers have increased to include both internet and intranet websites.

**Increase resulting from the training program now fully implemented; number of participants includes multiple sessions attended by one person.

***While the number employees has decreased, this is attributed to the large number of employees that were required to attend a specific compliance training session in FY05.

7b. Provide an efficiency measure.

SFY	Number of employee grievances processed		Workers Compensation Reports Processed	
	Actual	Projected	Actual	Projected
2004	168	185	397	300
2005	219	185	357	300
2006	201	185	330	300
2007		185		300
2008		185		300
2009		185		300

7c. Provide the number of clients/individuals served, if applicable.

SFY	Employees	
	Actual	Projected
2004	8,300	N/A
2005	8,764	9,000
2006		8,500
2007		8,500
2008		8,500
2009		8,500

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STAFF TRAINING								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	172,782	0.00	178,125	0.00	178,125	0.00	178,125	0.00
DEPT OF SOC SERV FEDERAL & OTH	111,447	0.00	131,840	0.00	131,840	0.00	131,840	0.00
TOTAL - EE	284,229	0.00	309,965	0.00	309,965	0.00	309,965	0.00
TOTAL	284,229	0.00	309,965	0.00	309,965	0.00	309,965	0.00
GRAND TOTAL	\$284,229	0.00	\$309,965	0.00	\$309,965	0.00	\$309,965	0.00

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CORE DECISION ITEM

Department: Social Services
 Division: Office of Director
 Appropriation: Field and Line Staff Training

Budget Unit Number: 90042C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS				
EE	178,125	131,840		309,965
PSD				
TRF				
Total	178,125	131,840		309,965

FTE 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE	178,125	131,840		309,965
PSD				
TRF				
Total	178,125	131,840		309,965

FTE 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

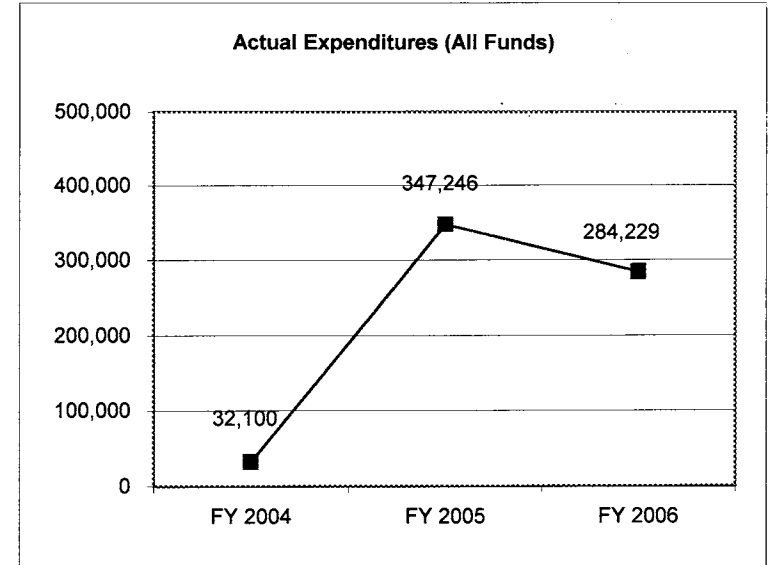
Core funding to provide training to Department of Social Services (DSS) field and line staff.

3. PROGRAM LISTING (list programs included in this core funding)

Field and Line Staff Training

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	376,685	369,340	309,965	309,965
Less Reverted (All Funds)	(7,345)	(17,125)	(5,344)	N/A
Budget Authority (All Funds)	369,340	352,215	304,621	N/A
Actual Expenditures (All Funds)	32,100	347,246	284,229	N/A
Unexpended (All Funds)	337,240	4,969	20,392	N/A
Unexpended, by Fund:				
General Revenue	210,065	2,338	(1)	N/A
Federal	127,175	2,631	20,393	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2006 -- \$20,357 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**STAFF TRAINING**

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	178,125	131,840	0	309,965	
	Total	0.00	178,125	131,840	0	309,965	
DEPARTMENT CORE REQUEST							
	EE	0.00	178,125	131,840	0	309,965	
	Total	0.00	178,125	131,840	0	309,965	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	178,125	131,840	0	309,965	
	Total	0.00	178,125	131,840	0	309,965	

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STAFF TRAINING								
CORE								
TRAVEL, IN-STATE	60,846	0.00	103,865	0.00	83,846	0.00	83,846	0.00
TRAVEL, OUT-OF-STATE	562	0.00	1,000	0.00	1,000	0.00	1,000	0.00
SUPPLIES	11,142	0.00	15,000	0.00	15,000	0.00	15,000	0.00
PROFESSIONAL DEVELOPMENT	9,439	0.00	39,000	0.00	23,801	0.00	23,801	0.00
PROFESSIONAL SERVICES	154,269	0.00	145,000	0.00	165,525	0.00	165,525	0.00
M&R SERVICES	40,244	0.00	0	0.00	8,660	0.00	8,660	0.00
OFFICE EQUIPMENT	1,033	0.00	0	0.00	1,500	0.00	1,500	0.00
OTHER EQUIPMENT	876	0.00	0	0.00	1,000	0.00	1,000	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	500	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	500	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	5,818	0.00	5,100	0.00	9,633	0.00	9,633	0.00
TOTAL - EE	284,229	0.00	309,965	0.00	309,965	0.00	309,965	0.00
GRAND TOTAL	\$284,229	0.00	\$309,965	0.00	\$309,965	0.00	\$309,965	0.00
GENERAL REVENUE	\$172,782	0.00	\$178,125	0.00	\$178,125	0.00	\$178,125	0.00
FEDERAL FUNDS	\$111,447	0.00	\$131,840	0.00	\$131,840	0.00	\$131,840	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Field and Line Staff Training

Program is found in the following core budget(s): Field and Line Staff Training

1. What does this program do?

PROGRAM SYNOPSIS: Provides staff training to the Department of Social Services field and line staff.

The Department of Social Services (DSS) has identified the need to assist employees in reaching their full potential through training opportunities structured to integrate common and important themes and values outlined in the vision and mission of the Department. In response to this need, the Human Resource Center (HRC) has developed a comprehensive training plan that incorporates curriculums designed to meet the unique goals of the Department.

Training courses offered to supervisors and front line staff include, but are not limited to: The Art of Negotiation; Balancing Work and Home; Basic Supervisory Training; Career Development; Civil Rights and Diversity in the Workplace; Effective Discipline; Effective Meetings; Emotional Intelligence; Employee Motivation; Flexible Thinking; Interviewing Skills; Labor Relations for Supervisors; Managing Change for Supervisors; Managing Multiple Priorities; New Employee Orientation; Providing Excellent Service; Team Work; Turning Conflict into Collaboration; Workplace Incivility; and Written Communication.

All courses offered allow the participants to learn skills to perform their jobs in the most effective and efficient manner. The Department of Social Services supports career development for its employees and stresses the need to continue to make available the training necessary for front line staff and supervisors to excel in their careers. Additionally, the Department is utilizing these training efforts to meet the requirements of the Management Training Rule.

Funding from this program provides the opportunity to implement the training efforts described in the above paragraphs.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

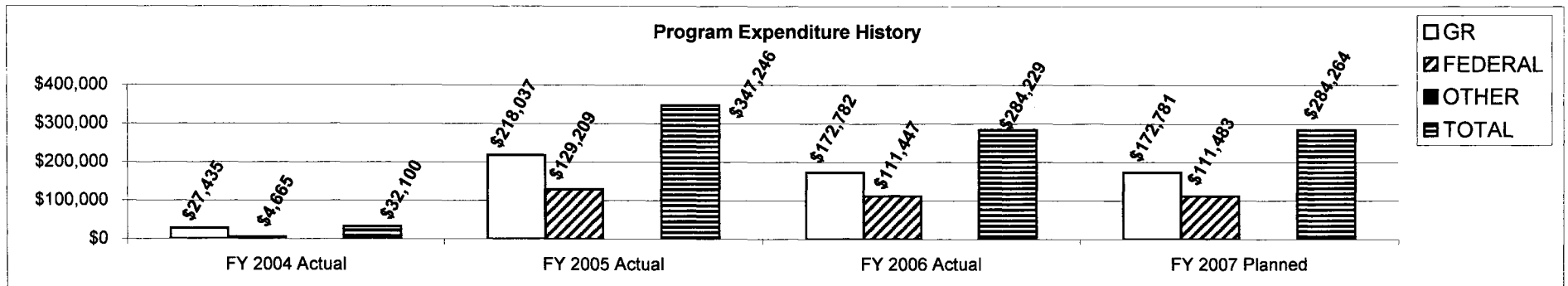
3. Are there federal matching requirements? If yes, please explain.

No. Program expenditures do not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of Employees Receiving Employment- Related Training		Percent of new employees attending orientation, sexual harassment and diversity sessions	
	Actual	Projected	Actual	Projected
2004	3,965	3,000	66%	75%
2005	9,957*	4,000	93%	85%
2006	7720*	8,000	84%	90%
2007		8,000		90%
2008		8,000		90%
2009		8,000		90%

*Increase resulting from the training program now fully implemented; number of participants includes multiple sessions attended by one person.

**While the number of employees has decreased, this is attributed to the large number of employees that were required to attend a specific compliance training session in FY2005.

7b. Provide an efficiency measure.

SFY	Percent of Supervisors in Compliance with the Management Training Rule	
	Actual	Projected
2004	10%	N/A
2005	78%	60%
2006	78%	70%
2007		80%
2008		80%
2009		80%

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of salaried DSS Employees	
	Actual	Projected
2004	8,300	N/A
2005	8,764	9,000
2006		8,500
2007		8,500
2008		8,500
2009		8,500

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DSS OVERTIME								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	1,194,185	41.65	1,046,902	0.00	0	0.00	0	0.00
TOTAL - PS	1,194,185	41.65	1,046,902	0.00	0	0.00	0	0.00
TOTAL	1,194,185	41.65	1,046,902	0.00	0	0.00	0	0.00
GRAND TOTAL	\$1,194,185	41.65	\$1,046,902	0.00	\$0	0.00	\$0	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Appropriation: DSS Overtime

Budget Unit Number: 90027C

1. CORE FINANCIAL SUMMARY

	FY 2008 Budget Request			
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				0
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

	FY 2008 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				0
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

2. CORE DESCRIPTION

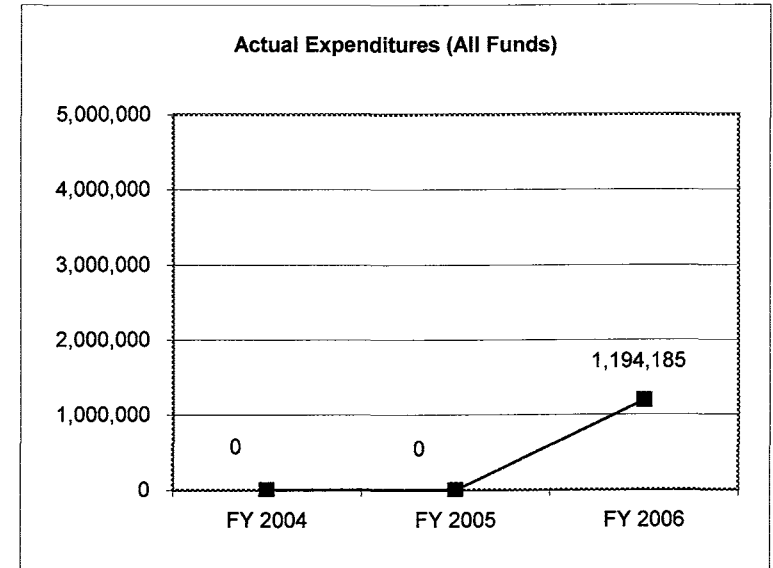
Core budget for overtime payments in accordance with S.B. 367 (2005).

3. PROGRAM LISTING (list programs included in this core funding)

DSS Overtime

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	0	0	3,276,345	1,046,902
Less Reverted (All Funds)	0	0	(44,850)	N/A
Budget Authority (All Funds)	0	0	3,231,495	N/A
Actual Expenditures (All Funds)	0	0	1,194,185	N/A
Unexpended (All Funds)	0	0	2,037,310	N/A
Unexpended, by Fund:				
General Revenue	0	0	616,404	N/A
Federal	0	0	1,420,906	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

New core in FY05 created by GR transfers from DSS personal services appropriations and new federal funds.

FY2006 -- \$545,000 general revenue agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DSS OVERTIME

5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES										
				PS	0.00	1,046,902	0	0	1,046,902	
				Total	0.00	1,046,902	0	0	1,046,902	
DEPARTMENT CORE ADJUSTMENTS										
Core Reallocation	617	7305		PS	0.00	(1,046,902)	0	0	(1,046,902)	Overtime reallocation
NET DEPARTMENT CHANGES					0.00	(1,046,902)	0	0	(1,046,902)	
DEPARTMENT CORE REQUEST										
				PS	0.00	0	0	0	0	
				Total	0.00	0	0	0	0	
GOVERNOR'S RECOMMENDED CORE										
				PS	0.00	0	0	0	0	
				Total	0.00	0	0	0	0	

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DSS OVERTIME								
CORE								
OFFICE SUPPORT ASST (CLERICAL)	4,618	0.22	0	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (CLERICAL)	2,437	0.10	0	0.00	0	0.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	9,096	0.34	0	0.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (STENO)	5,891	0.25	0	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (STENO)	6,896	0.25	0	0.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	61,871	2.96	0	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	31,115	1.26	0	0.00	0	0.00	0	0.00
CLERICAL SERVICES SPV FS	3,286	0.10	0	0.00	0	0.00	0	0.00
OFFICE SERVICES COOR I	277	0.01	0	0.00	0	0.00	0	0.00
ACCOUNT CLERK I	2	0.00	0	0.00	0	0.00	0	0.00
AUDITOR II	4,218	0.13	0	0.00	0	0.00	0	0.00
HUMAN RELATIONS OFCR I	174	0.01	0	0.00	0	0.00	0	0.00
HUMAN RELATIONS OFCR II	113	0.00	0	0.00	0	0.00	0	0.00
PERSONNEL ANAL II	182	0.01	0	0.00	0	0.00	0	0.00
TRAINING TECH II	25	0.00	0	0.00	0	0.00	0	0.00
EXECUTIVE I	15	0.00	0	0.00	0	0.00	0	0.00
EXECUTIVE II	522	0.02	0	0.00	0	0.00	0	0.00
PERSONNEL CLERK	2,901	0.10	0	0.00	0	0.00	0	0.00
TELECOMMUN ANAL IV	23	0.00	0	0.00	0	0.00	0	0.00
SECURITY GUARD	1,041	0.04	0	0.00	0	0.00	0	0.00
COOK II	178	0.01	0	0.00	0	0.00	0	0.00
COOK III	123	0.00	0	0.00	0	0.00	0	0.00
ACADEMIC TEACHER III	24	0.00	0	0.00	0	0.00	0	0.00
EDUCATION ASST II	95	0.00	0	0.00	0	0.00	0	0.00
SPECIAL EDUC TEACHER III	322	0.01	0	0.00	0	0.00	0	0.00
REGISTERED NURSE II	140	0.00	0	0.00	0	0.00	0	0.00
OUTDOOR REHAB CNSLR I	22	0.00	0	0.00	0	0.00	0	0.00
YOUTH SPECIALIST TRAINEE	27,661	1.14	0	0.00	0	0.00	0	0.00
YOUTH SPECIALIST	100,635	3.70	0	0.00	0	0.00	0	0.00
YOUTH GROUP LEADER	42	0.00	0	0.00	0	0.00	0	0.00
CHILDREN'S SERVICE WORKER I	3,730	0.14	0	0.00	0	0.00	0	0.00
CHILDREN'S SERVICE WORKER II	66,492	2.20	0	0.00	0	0.00	0	0.00

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DSS OVERTIME								
CORE								
CHILDREN'S SERVICE SPV	85,349	2.47	0	0.00	0	0.00	0	0.00
CHILDREN'S SERVICE PROG MGR	28,344	0.71	0	0.00	0	0.00	0	0.00
SOCIAL SERVICE WORKER I	32,954	1.23	0	0.00	0	0.00	0	0.00
SOCIAL SERVICE WORKER II	314,066	10.39	0	0.00	0	0.00	0	0.00
CHILDREN'S SERVICE SPECIALIST	24,633	0.66	0	0.00	0	0.00	0	0.00
FAMILY SUPPORT ELIGIBILITY SPC	296,050	10.89	0	0.00	0	0.00	0	0.00
SELF-SUFFICIENCY CASE MGR	3,691	0.13	0	0.00	0	0.00	0	0.00
INCOME MAINTENANCE SPV I	22,823	0.69	0	0.00	0	0.00	0	0.00
PROGRAM DEVELOPMENT SPEC	572	0.02	0	0.00	0	0.00	0	0.00
COMMUNITY SERVICES AIDE	8,362	0.41	0	0.00	0	0.00	0	0.00
CHILD SUPPORT SPECIALIST	2,294	0.08	0	0.00	0	0.00	0	0.00
CORRESPONDENCE & INFO SPEC I	1,635	0.05	0	0.00	0	0.00	0	0.00
CORRESPONDENCE & INFO SPEC II	595	0.02	0	0.00	0	0.00	0	0.00
MAINTENANCE WORKER II	51	0.00	0	0.00	0	0.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B2	4,529	0.09	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES MGR B2	147	0.00	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES MGR B3	167	0.00	0	0.00	0	0.00	0	0.00
SOCIAL SERVICES MGR, BAND 1	12,659	0.31	0	0.00	0	0.00	0	0.00
SOCIAL SERVICES MNGR, BAND 2	6,733	0.12	0	0.00	0	0.00	0	0.00
STATE DEPARTMENT DIRECTOR	1,049	0.01	0	0.00	0	0.00	0	0.00
DEPUTY STATE DEPT DIRECTOR	1,028	0.01	0	0.00	0	0.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	911	0.01	0	0.00	0	0.00	0	0.00
DIVISION DIRECTOR	1,691	0.02	0	0.00	0	0.00	0	0.00
DEPUTY DIVISION DIRECTOR	1,213	0.02	0	0.00	0	0.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	31	0.00	0	0.00	0	0.00	0	0.00
LEGAL COUNSEL	1,334	0.02	0	0.00	0	0.00	0	0.00
BOARD MEMBER	50	0.00	0	0.00	0	0.00	0	0.00
BOARD CHAIRMAN	50	0.00	0	0.00	0	0.00	0	0.00
CLERK	2,071	0.12	0	0.00	0	0.00	0	0.00
TYPIST	138	0.01	0	0.00	0	0.00	0	0.00
ACCOUNTANT	11	0.00	0	0.00	0	0.00	0	0.00
MISCELLANEOUS TECHNICAL	45	0.00	0	0.00	0	0.00	0	0.00

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FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DSS OVERTIME								
CORE								
MISCELLANEOUS PROFESSIONAL	81	0.00	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	31	0.00	0	0.00	0	0.00	0	0.00
SPECIAL ASST PROFESSIONAL	629	0.02	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	2,633	0.07	0	0.00	0	0.00	0	0.00
SOCIAL SERVICES WORKER	660	0.03	0	0.00	0	0.00	0	0.00
DRIVER	708	0.04	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	1,046,902	0.00	0	0.00	0	0.00
TOTAL - PS	1,194,185	41.65	1,046,902	0.00	0	0.00	0	0.00
GRAND TOTAL	\$1,194,185	41.65	\$1,046,902	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$1,194,185	41.65	\$1,046,902	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: DSS Overtime

Program is found in the following core budget(s): DSS Overtime

1. What does this program do?

PROGRAM SYNOPSIS: Funding to comply with SB 367 (2005) requirements regarding overtime payments to nonexempt employees in certain Division of Youth Services positions.

S.B. 367, passed by the 93rd General Assembly (2005), requires payment of certain overtime earned by nonexempt employees providing direct client care or custody in facilities operating on a twenty-four hour seven day a week basis in the Division of Youth Services (DYS) of the Department of Social Services and in certain other named departments. The law requires payment in full for any overtime earned under the Fair Labor Standards Act during the previous calendar year not yet paid or used in the form of compensatory time. Additionally, a nonexempt employee working a designated state holiday shall be granted equal comp time or receive straight time in cash payment.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo. 105.935

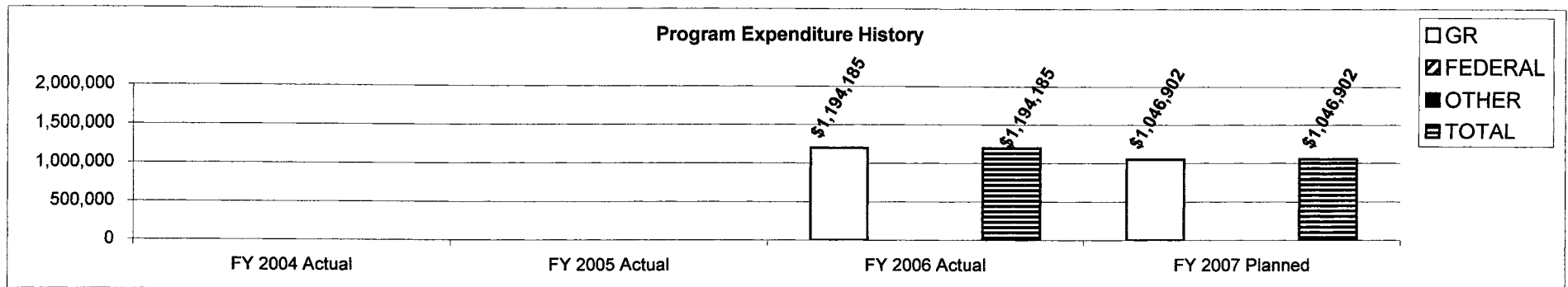
3. Are there federal matching requirements? If yes, please explain.

This program supports overtime payment for certain DYS employees. These expenditures are used as a state Maintenance of Effort (MOE) to earn the Social Services Block Grant (SSBG) and Temporary Assistance for Needy Families block grant (TANF). States must maintain a certain level of state funding participation in allowable block grant spending categories to earn the entire SSBG and TANF grants. In addition, some salaries are pooled with other department administrative salaries to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

7a. Provide an effectiveness measure.

7b. Provide an efficiency measure.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
BUDGET & FINANCE									
CORE									
PERSONAL SERVICES									
GENERAL REVENUE	1,305,378	36.47	1,753,723	51.80	1,753,723	51.80	1,753,723	51.80	
DEPT OF SOC SERV FEDERAL & OTH	351,468	10.15	915,932	22.52	915,932	22.52	915,932	22.52	
DOSS ADMINISTRATIVE TRUST	0	0.00	3,738	0.10	3,738	0.10	3,738	0.10	
TOTAL - PS	1,656,846	46.62	2,673,393	74.42	2,673,393	74.42	2,673,393	74.42	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	80,661	0.00	84,506	0.00	84,506	0.00	84,506	0.00	
DEPT OF SOC SERV FEDERAL & OTH	16,300	0.00	134,386	0.00	134,386	0.00	134,386	0.00	
DOSS ADMINISTRATIVE TRUST	0	0.00	317	0.00	317	0.00	317	0.00	
TOTAL - EE	96,961	0.00	219,209	0.00	219,209	0.00	219,209	0.00	
TOTAL	1,753,807	46.62	2,892,602	74.42	2,892,602	74.42	2,892,602	74.42	
GENERAL STRUCTURE ADJUSTMENT - 0000012									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	80,084	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	0	0.00	
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	0	0.00	113	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	80,197	0.00	
TOTAL	0	0.00	0	0.00	0	0.00	80,197	0.00	
Contract Audit & Investigation - 1886001									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	500,000	0.00	100,000	0.00	
TOTAL - EE	0	0.00	0	0.00	500,000	0.00	100,000	0.00	
TOTAL	0	0.00	0	0.00	500,000	0.00	100,000	0.00	
GRAND TOTAL	\$1,753,807	46.62	\$2,892,602	74.42	\$3,392,602	74.42	\$3,072,799	74.42	

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CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Division of Budget and Finance

Budget Unit Number: 88812C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS	1,753,723	915,932	3,738	2,673,393
EE	84,506	134,386	317	219,209
PSD				
TRF				
Total	1,838,229	1,050,318	4,055	2,892,602
FTE	51.80	22.52	0.10	74.42

Est. Fringe	926,667	483,978	1,975	1,412,621
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Administrative Trust Fund (0545)

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,753,723	915,932	3,738	2,673,393
EE	84,506	134,386	317	219,209
PSD				
TRF				
Total	1,838,229	1,050,318	4,055	2,892,602
FTE	51.80	22.52	0.10	74.42

Est. Fringe	926,667	483,978	1,975	1,412,621
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Administrative Trust Fund (0545)

2. CORE DESCRIPTION

Core budget for the Division of Budget and Finance (DBF). DBF provides centralized financial support to all Department of Social Services divisions including:

- Payment Processing
- Audit
- Purchasing
- Federal Funds Management and Reporting
- Budget

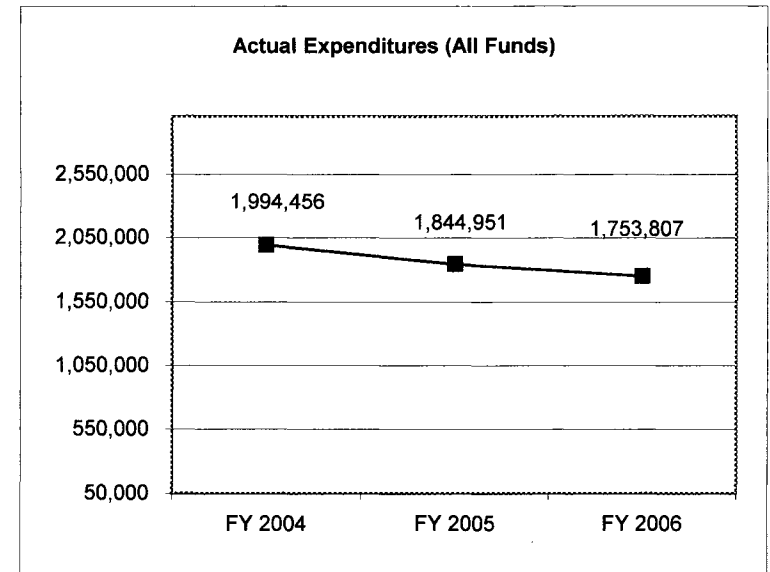
This core request includes funding for management information and research and evaluation functions transferred from Information Services and Technology.

3. PROGRAM LISTING (list programs included in this core funding)

Budget and Finance

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	2,206,723	2,157,214	1,961,629	2,892,602
Less Reverted (All Funds)	(50,035)	(78,702)	(40,991)	N/A
Budget Authority (All Funds)	2,156,688	2,078,512	1,920,638	N/A
Actual Expenditures (All Funds)	1,994,456	1,844,951	1,753,807	N/A
Unexpended (All Funds)	162,232	233,561	166,831	N/A
Unexpended, by Fund:				
General Revenue	16,641	15,681	998	N/A
Federal	145,591	217,880	165,833	N/A
Other	0	0		N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2004 -- \$143,200 federal fund agency reserve for authority in excess of cash.

FY2005 -- \$216,000 federal fund agency reserve for authority in excess of cash.

FY2006 -- \$100,000 federal fund agency reserve for authority in excess of cash.

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CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

BUDGET & FINANCE

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<hr/>							
TAFP AFTER VETOES	PS	74.42	1,753,723	915,932	3,738	2,673,393	
	EE	0.00	84,506	134,386	317	219,209	
	Total	74.42	1,838,229	1,050,318	4,055	2,892,602	
	<hr/>						
DEPARTMENT CORE REQUEST	PS	74.42	1,753,723	915,932	3,738	2,673,393	
	EE	0.00	84,506	134,386	317	219,209	
	Total	74.42	1,838,229	1,050,318	4,055	2,892,602	
	<hr/>						
GOVERNOR'S RECOMMENDED CORE	PS	74.42	1,753,723	915,932	3,738	2,673,393	
	EE	0.00	84,506	134,386	317	219,209	
	Total	74.42	1,838,229	1,050,318	4,055	2,892,602	
	<hr/>						

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88812C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Budget and Finance	DIVISION: Budget and Finance

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$2,673,393	20%	\$534,679
	E&E	\$219,209	20%	\$43,842
<i>Total Request</i>		\$2,892,602		\$578,520

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment.	20% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
----------------------------------	-------------------------------------

20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DBF to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
BUDGET & FINANCE								
CORE								
SR OFC SUPPORT ASST (CLERICAL)	9,278	0.33	9,649	0.33	9,649	0.33	9,649	0.33
OFFICE SUPPORT ASST (KEYBRD)	34,682	1.58	46,737	2.00	46,737	2.00	46,737	2.00
SR OFC SUPPORT ASST (KEYBRD)	28,116	1.00	61,252	2.03	61,252	2.03	61,252	2.03
DATA ENTRY SPV I	5,312	0.20	0	0.00	0	0.00	0	0.00
PROCUREMENT OFCR I	110,642	3.04	113,631	3.00	113,631	3.00	113,631	3.00
PROCUREMENT OFCR II	43,584	1.00	45,327	1.00	45,327	1.00	45,327	1.00
ACCOUNT CLERK II	305,791	12.20	329,035	17.13	329,035	17.13	329,035	17.13
AUDITOR II	43,036	1.28	71,635	2.00	71,635	2.00	71,635	2.00
ACCOUNTANT I	141,420	5.00	206,896	8.00	206,896	8.00	206,896	8.00
ACCOUNTANT II	221,028	6.00	229,869	6.00	229,869	6.00	229,869	6.00
ACCOUNTING ANAL III	43,584	1.00	45,327	1.00	45,327	1.00	45,327	1.00
BUDGET ANAL II	0	0.00	33,600	1.00	33,600	1.00	33,600	1.00
BUDGET ANAL III	43,584	1.00	45,327	1.00	45,327	1.00	45,327	1.00
RESEARCH ANAL II	0	0.00	20,431	0.50	20,431	0.50	20,431	0.50
RESEARCH ANAL III	0	0.00	329,596	8.00	329,596	8.00	329,596	8.00
EXECUTIVE I	27,111	0.92	30,977	1.00	30,977	1.00	30,977	1.00
EXECUTIVE II	38,532	1.00	40,074	1.00	40,074	1.00	40,074	1.00
FISCAL & ADMINISTRATIVE MGR B1	107,884	2.43	92,527	2.00	92,527	2.00	92,527	2.00
FISCAL & ADMINISTRATIVE MGR B2	109,567	1.91	118,660	2.00	118,660	2.00	118,660	2.00
RESEARCH MANAGER B1	0	0.00	133,999	3.00	133,999	3.00	133,999	3.00
RESEARCH MANAGER B2	0	0.00	116,650	2.00	116,650	2.00	116,650	2.00
DIVISION DIRECTOR	83,200	1.00	86,528	1.00	86,528	1.00	86,528	1.00
DESIGNATED PRINCIPAL ASST DIV	69,681	1.13	114,144	1.85	114,144	1.85	114,144	1.85
ACCOUNT CLERK	9,529	0.35	12,167	0.50	12,167	0.50	12,167	0.50
SPECIAL ASST OFFICIAL & ADMSTR	62,724	1.00	65,233	1.00	65,233	1.00	65,233	1.00
SPECIAL ASST PROFESSIONAL	4,099	0.08	128,368	2.08	128,368	2.08	128,368	2.08
SPECIAL ASST TECHNICIAN	38,172	1.00	39,699	1.00	39,699	1.00	39,699	1.00
SPECIAL ASST OFFICE & CLERICAL	76,290	2.17	106,055	3.00	106,055	3.00	106,055	3.00
TOTAL - PS	1,656,846	46.62	2,673,393	74.42	2,673,393	74.42	2,673,393	74.42
TRAVEL, IN-STATE	927	0.00	5,500	0.00	5,500	0.00	5,500	0.00
TRAVEL, OUT-OF-STATE	1,175	0.00	5,000	0.00	5,000	0.00	5,000	0.00
SUPPLIES	57,825	0.00	43,555	0.00	61,770	0.00	61,770	0.00

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
BUDGET & FINANCE								
CORE								
PROFESSIONAL DEVELOPMENT	4,801	0.00	102,000	0.00	95,359	0.00	95,359	0.00
COMMUNICATION SERV & SUPP	17,513	0.00	30,265	0.00	24,265	0.00	24,265	0.00
PROFESSIONAL SERVICES	2,845	0.00	17,889	0.00	10,889	0.00	10,889	0.00
JANITORIAL SERVICES	8	0.00	300	0.00	300	0.00	300	0.00
M&R SERVICES	4,639	0.00	7,900	0.00	5,900	0.00	5,900	0.00
OFFICE EQUIPMENT	5,679	0.00	4,200	0.00	5,679	0.00	5,679	0.00
OTHER EQUIPMENT	1,236	0.00	600	0.00	2,547	0.00	2,547	0.00
REAL PROPERTY RENTALS & LEASES	250	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	300	0.00	300	0.00	300	0.00
MISCELLANEOUS EXPENSES	63	0.00	700	0.00	700	0.00	700	0.00
TOTAL - EE	96,961	0.00	219,209	0.00	219,209	0.00	219,209	0.00
GRAND TOTAL	\$1,753,807	46.62	\$2,892,602	74.42	\$2,892,602	74.42	\$2,892,602	74.42
GENERAL REVENUE	\$1,386,039	36.47	\$1,838,229	51.80	\$1,838,229	51.80	\$1,838,229	51.80
FEDERAL FUNDS	\$367,768	10.15	\$1,050,318	22.52	\$1,050,318	22.52	\$1,050,318	22.52
OTHER FUNDS	\$0	0.00	\$4,055	0.10	\$4,055	0.10	\$4,055	0.10

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Budget and Finance

Program is found in the following core budget(s): Division of Budget and Finance

1. What does this program do?

PROGRAM SYNOPSIS: The division provides centralized financial support to all Department of Social Services (DSS) divisions.

The Division of Budget and Finance (DBF) is the Department of Social Services' central accounting and financial control unit. Staff who specialize in financial management functions including auditing, budgeting and federal receipts and reporting shape the budget, implement the department's fiscal policies (claiming strategies, expenditure control, etc.) and respond to changes in federal and state fiscal policy. In addition, the Center for Management Information (CMI) provides direction for the Department's research and data management functions.

Following is a description of core Division of Budget and Finance functions.

- **Payment Processing Oversight:** DBF maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. In addition, DBF is the Department's accounting, purchasing, and payroll liaison with Office of Administration and other agencies working cooperatively with DSS.
- **Audit:** DBF focuses audit resources on improving department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DBF also serves as the point of contact with the State Auditor's office.
- **Purchasing/Payroll:** DBF provides goods and services in accordance with delegation from Office of Administration and monitors compliance of purchasing agreements between DSS and contractor/vendors. DBF's payroll function includes maintaining employee time and leave and managing all issues relating to salary payments.
- **Federal Funds Management and Reporting:** DBF manages more than 50 grants with a value of over \$5.7 billion. The agency serves as the single state contact for federal grants that include TANF, SSBG, Medicaid Title XIX and Title XXI, IV-D and IV-E. The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds that support Department of Social Services' and certain other departments' programs. As the single state contact, DBF compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.
- **Budget:** DBF directs and helps prepare the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DBF serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. Contract compliance review is another function of the budget section; contracting with former, retired state employees to provide audit functions of the various child care and child welfare contracts DSS has. Contractors provide reviews, note variances, and make recommendations based on their findings. Finally, the budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.

In addition to the functions listed above, DBF:

- Prepares cover warrants for Medicaid, Childcare and Child Welfare payrolls to issue provider payments by the department.
- Monitors and reconciles child support monies receipted and disbursed by DBF. Generally monies receipted and disbursed from DBF are from tax intercepts; most child support collections are receipted and disbursed by the State Disbursement Unit, currently operated by a contractor and managed by the Department of Revenue. DBF also has the responsibility to manage and reconcile the Family Support Trust Account that receives funds collected by the State Disbursement Unit.
- Prepares DSS data for numerous state/department financial reports and receives and deposits hundreds of checks each day.

CMI core functions include:

- Data Management: Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.
- Fiscal Notes: Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

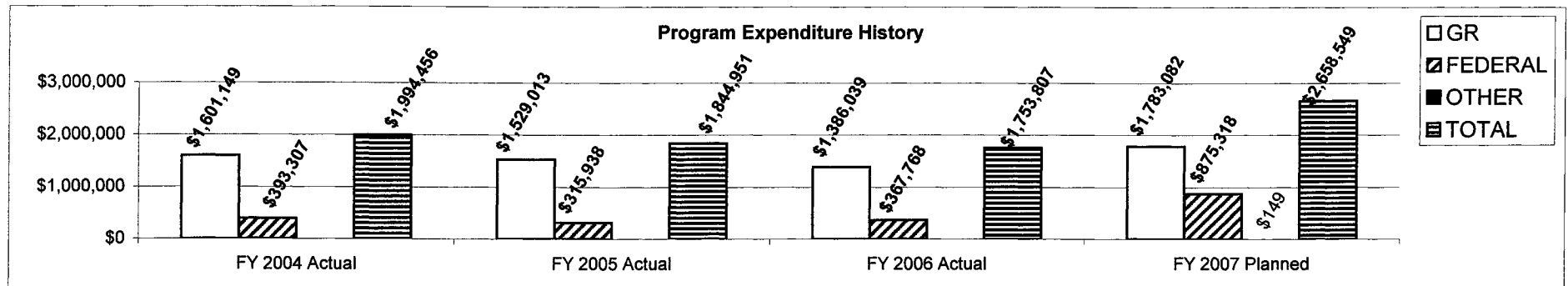
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Administrative Trust Funds (0545)

7a. Provide an effectiveness measure.

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Actual	Projected
2004	29	22
2005	30	28
2006	26	29
2007		26
2008		26
2009		26

7b. Provide an efficiency measure.

SFY	Percent of Employees Using Direct Deposit	
	Actual	Projected
2004	92%	95%
2005	94%	93%
2006	94%	95%
2007		95%
2008		95%
2009		95%

SFY	Average Number of Payment Documents Processed per FTE		
	# of FTE	Actual	Projected
2004	28.25	5,783	N/A
2005	16.5*	10,655	9,878
2006	16.5	10,610	10,700
2007	16.5		10,700
2008	16.5		10,700
2009	16.5		10,600

*DBF reduced staffing levels as a result of core cuts for FY05. New payment processing procedures have been implemented as a result of this reduction.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Purchasing Requisitions Processed		Travel Expenses Processed	
	Actual	Projected	Actual	Projected
2004	6,845	5,588	30,909	31,000
2005	8,029*	5,588	34,769	31,000
2006	8,413	8,000	32,000	34,700
2007		8,000		34,700
2008		8,000		34,700
2009		8,460		32,000

*Includes MVE purchasing requisitions, which were not included in the FY04 actual. Revised FY04 actual including MVE is 7,566

SFY	Number of Payment Documents Processed	
	Actual	Projected
2004	163,380	N/A
2005	175,803	163,000
2006	175,070	175,000
2007		175,000
2008		175,000
2009		175,000

7d. Provide a customer satisfaction measure, if available.

**NEW DECISION ITEM
RANK: 32**

Department: Social Services
Division: Budget and Finance
DI Name: Contracted Audit and Investigation Support

Budget Unit: 88812C
DI#: 1886001

1. AMOUNT OF REQUEST

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS				
EE	500,000			500,000
PSD				
TRF				
Total	500,000			500,000
 FTE				 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

FY 2008 Governor's Recommendation				
	GR	Fed	Other	Total
PS				
EE	100,000			100,000
PSD				
TRF				
Total	100,000			100,000
 FTE				 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input checked="" type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

The Department of Social Services provides services to hundreds of thousands of citizens through contracts with thousands of service providers and vendors. A regular and systematic audit program is needed to ensure that services are properly and appropriately authorized to persons who are eligible to receive them and that goods and services are delivered in accordance with contract requirements at the proper price. Funding was appropriated for a small team of part-time contract compliance reviewers in FY07. This team comprised of retired DSS income maintenance and children's services professionals is fully implemented and its work has identified several cases of potential fraud and abuse. This request would enable the department to expand its current contract surveillance work and to engage accounting and legal professionals to thoroughly investigate, document and resolve potential fraud identified by contract compliance reviewers.

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one times and how those amounts were calculated.)

A total of \$1 million is requested: \$500,000 for the Division of Budget and Finance and \$500,000 for the Division of Legal Services. The Division of Budget and Finance will retain contracted accounting and audit professionals to investigate, and formally audit contractors when potential inaccurate or improper financial activity is identified. The audit contractor will implement corrective actions and / or repayment actions taken against service providers under the direction of the department and conduct follow up compliance reviews. The Division of Legal Services will retain contracted investigators and attorneys to investigate, document and resolve cases of contract non-compliance or fraud, including terminating vendor contracts, negotiating settlement agreements, and if necessary, preparing evidence for and assistance with the prosecution of contract fraud.

Services will be retained under competitively bid contracts for service state wide (or separate regional or local contracts).

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS

Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
 Professional Services (400)	 500,000						 500,000		
Total EE	500,000		0		0		500,000		0
 Program Distributions									
Total PSD	0		0		0		0		0
 Transfers									
Total TRF	0		0		0		0		0
 Grand Total	 500,000	 0.0	 0	 0.0	 0	 0.0	 500,000	 0.0	 0

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.									
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (400)	100,000						100,000		
Total EE	100,000		0		0		100,000		0
Program Distributions									
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	100,000	0.0	0	0.0	0	0.0	100,000	0.0	0

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional

6a. Provide an effectiveness measure.

6b. Provide an efficiency measure.

6c. Provide the number of clients/individuals served, if applicable.

6d. Provide a customer satisfaction measure, if available.

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
BUDGET & FINANCE								
Contract Audit & Investigation - 1886001								
PROFESSIONAL SERVICES	0	0.00	0	0.00	500,000	0.00	100,000	0.00
TOTAL - EE	0	0.00	0	0.00	500,000	0.00	100,000	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$500,000	0.00	\$100,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$500,000	0.00	\$100,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

FY08 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REVENUE MAXIMATION								
CORE								
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	125,000	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
TOTAL - EE	125,000	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
TOTAL	125,000	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
GRAND TOTAL	\$125,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Revenue Maximization

Budget Unit Number: 88817C

1. CORE FINANCIAL SUMMARY

	FY 2008 Budget Request			
	GR	Federal	Other	Total
PS				
EE		1,000,000		1,000,000
PSD				
TRF				
Total		1,000,000		1,000,000
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

Note: An "E" is requested for federal funds.

	FY 2008 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE		1,000,000		1,000,000
PSD				
TRF				
Total		1,000,000		1,000,000
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

Note: An "E" is requested for federal funds.

2. CORE DESCRIPTION

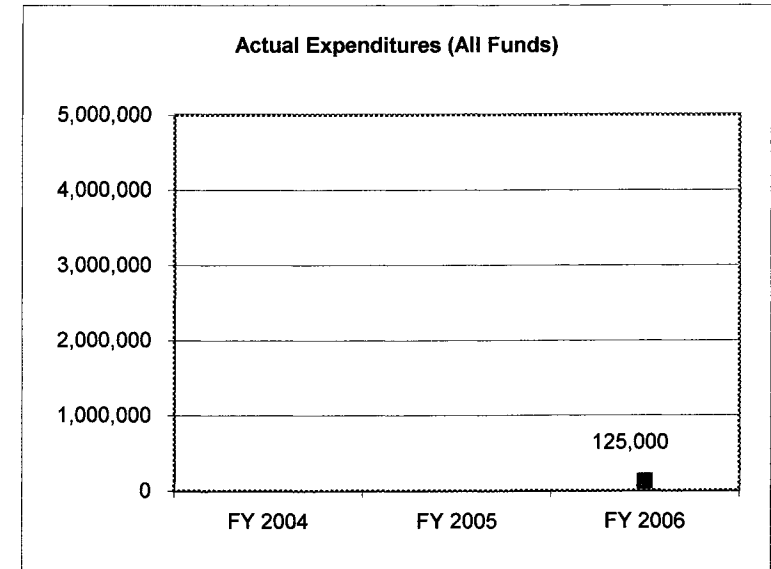
Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	1,000,000	1,000,000	1,000,000	1,000,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	1,000,000	1,000,000	1,000,000	N/A
Actual Expenditures (All Funds)			125,000	N/A
Unexpended (All Funds)	1,000,000	1,000,000	875,000	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	1,000,000	1,000,000	875,000	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

Estimated federal appropriation fiscal years 2004 - 2007.

FY2006 -- \$875,000 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES**REVENUE MAXIMATION**

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	1,000,000	0	1,000,000	
	Total	0.00	0	1,000,000	0	1,000,000	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	1,000,000	0	1,000,000	
	Total	0.00	0	1,000,000	0	1,000,000	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	1,000,000	0	1,000,000	
	Total	0.00	0	1,000,000	0	1,000,000	

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REVENUE MAXIMATION								
CORE								
PROFESSIONAL SERVICES	125,000	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
TOTAL - EE	125,000	0.00	1,000,000	0.00	1,000,000	0.00	1,000,000	0.00
GRAND TOTAL	\$125,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$125,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00	\$1,000,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Revenue Maximization

Program is found in the following core budget(s): Revenue Maximization

1. What does this program do?

PROGRAM SYNOPSIS: Provides a mechanism to make contingency contract payments on revenue maximization projects.

The Department of Social Services enlists the assistance of private entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

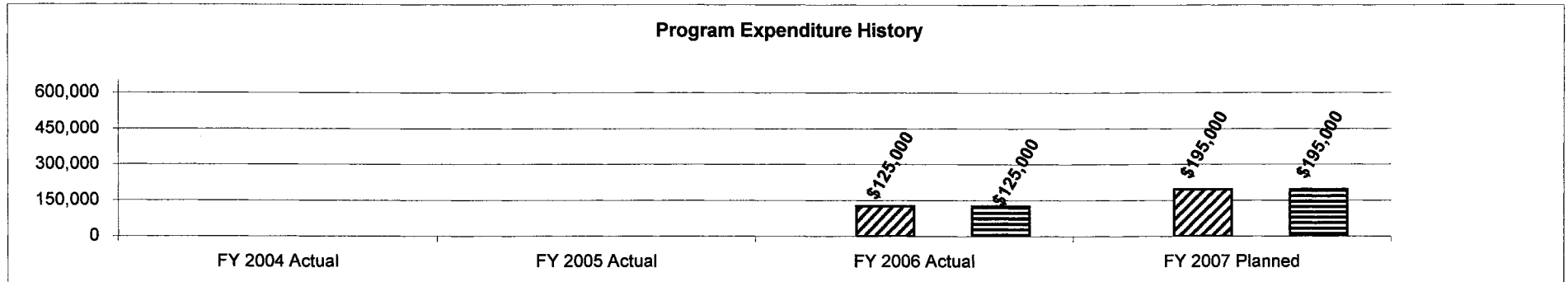
3. Are there federal matching requirements? If yes, please explain.

No. Contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Title IV-E New Revenues		Medicaid New Revenues	
	Projected	Actual	Projected	Actual
2004	\$150,000	N/A	N/A	N/A
2005	\$1,800,000	\$0	\$3,500,000	\$0
2006	\$3,000,000	\$3,000,000	\$9,000,000	\$0
2007	\$3,000,000		\$5,500,000	
2008	\$3,000,000		\$5,500,000	
2009	\$2,000,000		\$5,500,000	

7b. Provide an efficiency measure.

SFY	New Annual Revenue per \$1 Cost*	
	Actual	Projected
2004	N/A	N/A
2005	\$0	\$20
2006	\$24	\$20
2007	**	\$20
2008	**	\$20
2009		\$0

*Anticipated revenues from fully implemented initiatives

**No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
PROGRAM-SPECIFIC								
TITLE XIX-FEDERAL AND OTHER	1,939,443	0.00	1,397,000	0.00	1,397,000	0.00	1,397,000	0.00
FEDERAL AND OTHER	38,498	0.00	53,000	0.00	53,000	0.00	53,000	0.00
TEMP ASSIST NEEDY FAM FEDERAL	483	0.00	25,000	0.00	25,000	0.00	25,000	0.00
DEPT OF SOC SERV FEDERAL & OTH	287,063	0.00	225,000	0.00	225,000	0.00	225,000	0.00
PHARMACY REBATES	644	0.00	25,000	0.00	25,000	0.00	25,000	0.00
THIRD PARTY LIABILITY COLLECT	202,058	0.00	125,000	0.00	125,000	0.00	125,000	0.00
PREMIUM	670,110	0.00	650,000	0.00	650,000	0.00	650,000	0.00
TOTAL - PD	3,138,299	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL	3,138,299	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$3,138,299	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Receipt and Disbursement -- Refunds

Budget Unit Number: 88853C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				FY 2008 Governor's Recommendation			
GR	Federal	Other	Total	GR	Federal	Other	Total
PS				PS			
EE				EE			
PSD	1,700,000	800,000	2,500,000	PSD	1,700,000	800,000	2,500,000
TRF				TRF			
Total	1,700,000	800,000	2,500,000	Total	1,700,000	800,000	2,500,000
FTE			0.00	FTE			0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)
Premium Fund (0885)
Pharmacy Rebates (0114)

Other Funds: Third Party Liability Collections Fund (0120)
Premium Fund (0885)
Pharmacy Rebates (0114)

Note: E's are requested in all funds

Note: E's are requested in all funds

2. CORE DESCRIPTION

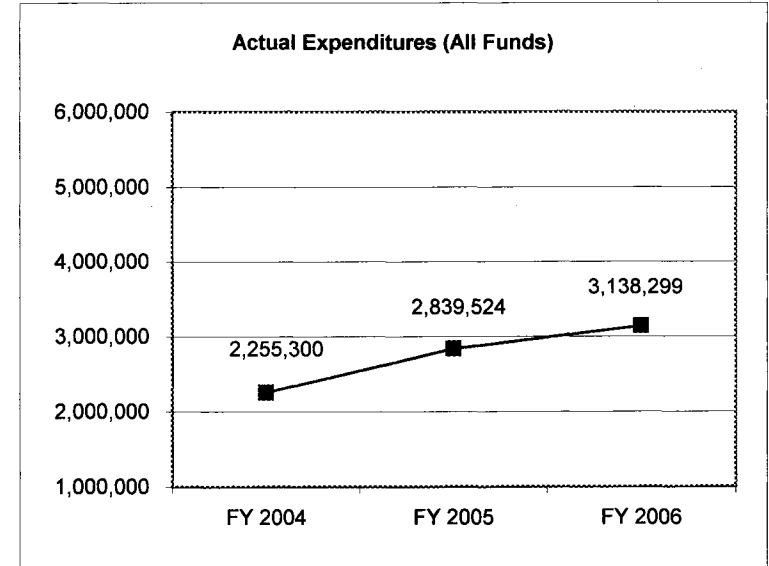
Core budget for the Division of Budget and Finance to manage (refund) incorrectly deposited receipts.

3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	2,500,000	3,409,500	3,626,285	2,500,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	2,500,000	3,409,500	3,626,285	N/A
Actual Expenditures (All Funds)	2,255,300	2,839,524	3,138,299	N/A
Unexpended (All Funds)	244,700	569,976	487,986	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	244,700	366,655	333,023	N/A
Other		203,321	154,963	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2004 - FY2006 -- Estimated appropriations

FY2005 -- "E" increases = \$385,500 federal fund (0163); \$23,000 Pharmacy Rebates; \$501,000 Premiums

FY2006 -- "E" increases = \$695,510 federal fund (0163); \$430,775 Premiums

FY2006 -- \$310,250 federal fund (0610) agency reserve for authority in excess of cash.

Federal fund reserves fluctuate on an annual basis, depending on federal earnings and other division's federal spending needs.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
RECEIPT & DISBURSEMENT-REFUNDS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
DEPARTMENT CORE REQUEST	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
GOVERNOR'S RECOMMENDED CORE	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
REFUNDS	3,138,299	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL - PD	3,138,299	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$3,138,299	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$2,265,487	0.00	\$1,700,000	0.00	\$1,700,000	0.00	\$1,700,000	0.00
OTHER FUNDS	\$872,812	0.00	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Receipt and Disbursement--Refunds

Program is found in the following core budget(s): Receipt and Disbursement--Refunds

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary.

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The state auditor who routinely reviews the cash receipt function of the department for accuracy and timeliness endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the MC+ premium paid by a family when they leave the program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

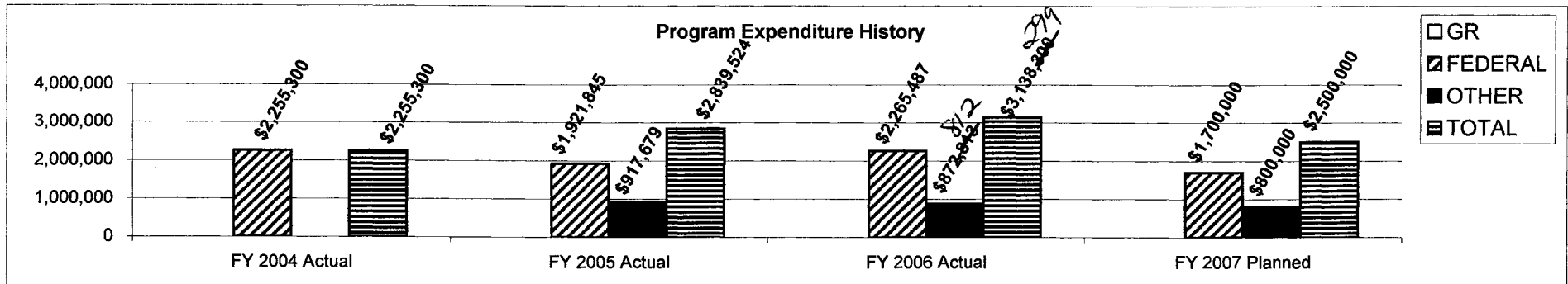
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Pharmacy Rebates (0114), Third Party Liability (0120) and Medicaid MC+ Premiums (0885).

7a. Provide an effectiveness measure.

SFY	Amount of Refunds Processed	
	Actual	Projected
2004	\$2,255,300	\$2,500,000
2005	\$2,839,524	\$2,500,000
2006	\$3,138,300	\$2,500,000
2007		\$2,500,000
2008		\$2,500,000
2009		\$2,500,000

7b. Provide an efficiency measure.

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
NEGLECTED & DELINQUENT CHLDRN								
CORE								
PROGRAM-SPECIFIC								
GENERAL REVENUE	3,183,684	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
TOTAL - PD	3,183,684	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
TOTAL	3,183,684	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
GRAND TOTAL	\$3,183,684	0.00	\$3,302,000	0.00	\$3,302,000	0.00	\$3,302,000	0.00

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CORE DECISION ITEM

Department: Social Services
Division: Budget and Finance
Appropriation: Neglected and Delinquent Children

Budget Unit Number: 88854C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD	3,302,000			3,302,000
TRF				
Total	3,302,000			3,302,000
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD	3,302,000			3,302,000
TRF				
Total	3,302,000			3,302,000
FTE				0.00

Est. Fringe	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

2. CORE DESCRIPTION

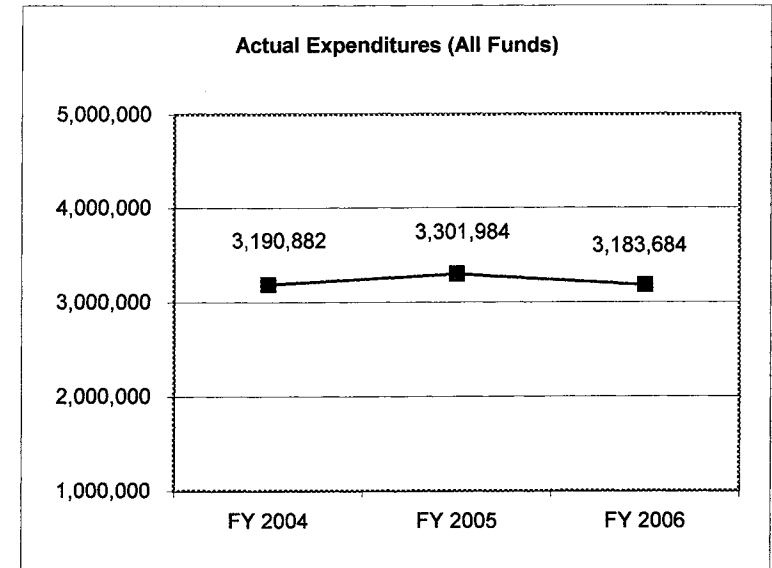
Core budget for state payments to counties for juveniles in county detention centers, pursuant to State Statutes 211.151, 211.156 RSMo.

3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected & delinquent children.

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	3,192,000	3,302,000	3,302,000	3,302,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	3,192,000	3,302,000	3,302,000	N/A
Actual Expenditures (All Funds)	3,190,882	3,301,984	3,183,684	N/A
Unexpended (All Funds)	1,118	16	118,316	N/A
Unexpended, by Fund:				
General Revenue	1,118	16	118,316	N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES
NEGLECTED & DELINQUENT CHLDRN**

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	PD	0.00	3,302,000	0	0	3,302,000	
	Total	0.00	3,302,000	0	0	3,302,000	
DEPARTMENT CORE REQUEST	PD	0.00	3,302,000	0	0	3,302,000	
	Total	0.00	3,302,000	0	0	3,302,000	
GOVERNOR'S RECOMMENDED CORE	PD	0.00	3,302,000	0	0	3,302,000	
	Total	0.00	3,302,000	0	0	3,302,000	

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
NEGLECTED & DELINQUENT CHLDRN								
CORE								
PROGRAM DISTRIBUTIONS	3,183,684	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
TOTAL - PD	3,183,684	0.00	3,302,000	0.00	3,302,000	0.00	3,302,000	0.00
GRAND TOTAL	\$3,183,684	0.00	\$3,302,000	0.00	\$3,302,000	0.00	\$3,302,000	0.00
GENERAL REVENUE	\$3,183,684	0.00	\$3,302,000	0.00	\$3,302,000	0.00	\$3,302,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Neglected and Delinquent Children

Program is found in the following core budget(s): Neglected and Delinquent Children

1. What does this program do?

PROGRAM SYNOPSIS: Provides for payments to county youth detention programs for juveniles detained in the juvenile justice system.

Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY07 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Administration of this reimbursement program became the responsibility of the Division of Budget and Finance in FY93 following the transfer of funding from the Office of Administration.

Counties submit reimbursement requests to the Division of Budget and Finance (DBF) monthly. The DBF requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 211.151, 211.156

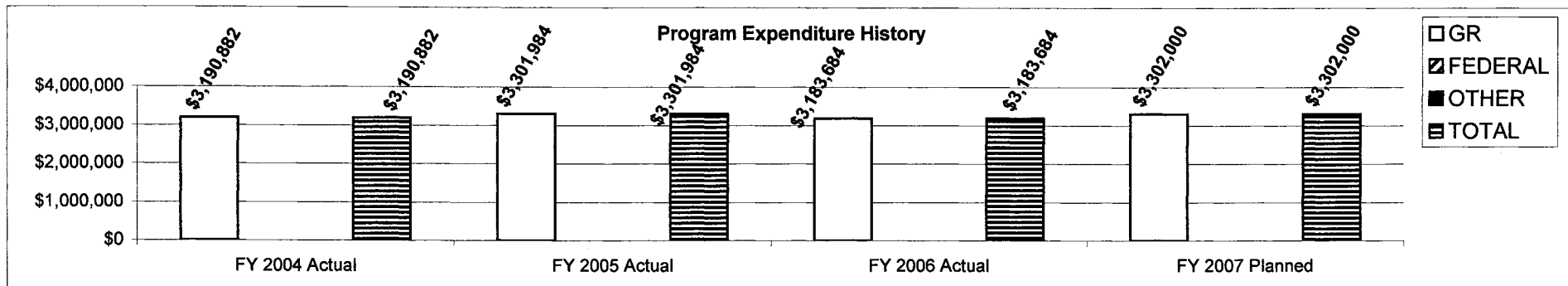
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

7b. Provide an efficiency measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Detention Days Reimbursed	
	Actual	Projected
2004	235,777*	228,000
2005	231,419**	228,000
2006	227,406	235,857
2007		235,857
2008		235,857
2009		235,857

*Includes 7,857 detention days that were carried over into FY05 due to appropriation shortfall.

**Includes 3,420 detention days that were carried over into FY06 due to appropriation shortfall.

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF GENERAL SERVICES								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	1,234,415	43.78	1,355,477	51.47	904,289	34.75	759,419	28.73
DEPT OF SOC SERV FEDERAL & OTH	229,665	8.17	262,488	9.64	208,713	7.55	195,237	6.99
CHILD SUPPORT ENFORCEMENT COLLTN	97,443	3.43	103,197	3.00	70,572	1.81	60,474	1.39
DOSS ADMINISTRATIVE TRUST	40,795	1.92	44,200	2.00	0	0.00	0	0.00
TOTAL - PS	1,602,318	57.30	1,765,362	66.11	1,183,574	44.11	1,015,130	37.11
EXPENSE & EQUIPMENT								
GENERAL REVENUE	359,983	0.00	312,559	0.00	138,900	0.00	27,687	0.00
DEPT OF SOC SERV FEDERAL & OTH	85,741	0.00	65,913	0.00	60,253	0.00	50,583	0.00
DOSS ADMINISTRATIVE TRUST	5,124,936	0.00	5,509,835	0.00	5,447,752	0.00	5,447,752	0.00
TOTAL - EE	5,570,660	0.00	5,888,307	0.00	5,646,905	0.00	5,526,022	0.00
TOTAL	7,172,978	57.30	7,653,669	66.11	6,830,479	44.11	6,541,152	37.11
GENERAL STRUCTURE ADJUSTMENT - 0000012								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	29,924	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	(1,287)	0.00
CHILD SUPPORT ENFORCEMENT COLLTN	0	0.00	0	0.00	0	0.00	1,814	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	30,451	0.00
TOTAL	0	0.00	0	0.00	0	0.00	30,451	0.00
GRAND TOTAL	\$7,172,978	57.30	\$7,653,669	66.11	\$6,830,479	44.11	\$6,571,603	37.11

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CORE DECISION ITEM

Department: Social Services
Division: General Services
Appropriation: General Services

Budget Unit: 88872C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS	904,289	208,713	70,572	1,183,574
EE	138,900	60,253	5,447,752	5,646,905
PSD				
TRF				
Total	1,043,189	268,966	5,518,324	6,830,479
FTE	34.75	7.55	1.81	44.11

Est. Fringe	477,826	110,284	37,290	625,401
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Child Support Enforcement Collections (0169)
DSS Administrative Trust Fund (0545)

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS	759,419	195,237	60,474	1,015,130
EE	27,687	50,583	5,447,752	5,526,022
PSD				
TRF				
Total	787,106	245,820	5,508,226	6,541,152
FTE	28.73	6.99	1.39	37.11

Est. Fringe	401,277	103,163	31,954	536,395
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Child Support Enforcement Collections (0169)
DSS Administrative Trust Fund (0545)

2. CORE DESCRIPTION

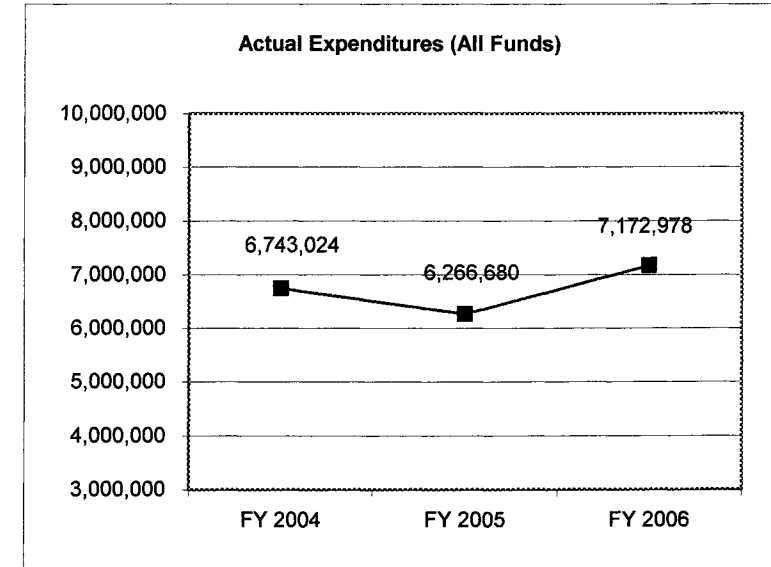
In order that DSS program divisions may efficiently and effectively deliver services to their customers (individuals and families) the Division of General Services (DGS) provides technical and administrative support required to operate DSS offices and work places. DGS is responsible for the department's bulk mailing; telecommunications; office health & safety; warehouse services (supply, surplus and property inventory); office moves, minor adjustments and repairs; and fleet management activities. DGS is also charged with administration and oversight of the Prince Hall Family Support Center.

3. PROGRAM LISTING (list programs included in this core funding)

Division of General Services

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	8,019,527	8,090,566	7,841,563	7,653,669
Less Reverted (All Funds)	(14,392)	(107,048)	(49,152)	N/A
Budget Authority (All Funds)	8,005,135	7,983,518	7,792,411	N/A
Actual Expenditures (All Funds)	6,743,024	6,266,680	7,172,978	N/A
Unexpended (All Funds)	1,262,111	1,716,838	619,433	N/A
Unexpended, by Fund:				
General Revenue	6,041	25,933	9,042	N/A
Federal	1,857	70,006	24,338	N/A
Other	1,254,213	1,620,899	586,053	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

- FY2004 \$1.18 million of other funds lapse is DSS Administrative Trust Fund authority for postage and supply inventory management.
- FY2005 \$1.54 million of other funds lapse is DSS Administrative Trust fund authority for postage and supply inventory management.
 \$70,000 federal funds lapse is agency reserve due to insufficient cash to support appropriation level. Federal earnings vary, so this authority may be available to spend in future years.
- FY2006 Other funds lapse is DSS Administrative Trust fund authority for postage and supply inventory management.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF GENERAL SERVICES

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES									
			PS	66.11	1,355,477	262,488	147,397	1,765,362	
			EE	0.00	312,559	65,913	5,509,835	5,888,307	
			Total	66.11	1,668,036	328,401	5,657,232	7,653,669	
DEPARTMENT CORE ADJUSTMENTS									
Transfer In	1532 6350	EE		0.00	5,606	0	0	5,606	Transfer from IT Consolidation
Transfer Out	1628 6349	PS		(5.54)	(133,542)	0	0	(133,542)	Transfer to OA Facilities Management Prince Hall
Transfer Out	1628 3591	PS		(0.41)	0	0	(10,482)	(10,482)	Transfer to OA Facilities Management Prince Hall
Transfer Out	1628 2962	PS		(1.05)	0	(24,228)	0	(24,228)	Transfer to OA Facilities Management Prince Hall
Transfer Out	1628 6350	EE		0.00	(128,701)	0	0	(128,701)	Transfer to OA Facilities Management Prince Hall
Transfer Out	1628 2963	EE		0.00	0	(1,263)	0	(1,263)	Transfer to OA Facilities Management Prince Hall
Transfer Out	1651 1661	PS		(2.00)	0	0	(44,200)	(44,200)	Core Cut DSS Administrative Trust Fund Authority -- OA Facilities Transfer
Transfer Out	1651 1696	EE		0.00	0	0	(9,835)	(9,835)	Core Cut DSS Administrative Trust Fund Authority -- OA Facilities Transfer
Transfer Out	1651 1008	EE		0.00	0	0	(52,248)	(52,248)	Core Cut DSS Administrative Trust Fund Authority -- OA Facilities Transfer
Transfer Out	2810 6349	PS		(11.18)	(317,646)	0	0	(317,646)	
Transfer Out	2810 3591	PS		(0.78)	0	0	(22,143)	(22,143)	
Transfer Out	2810 2962	PS		(1.04)	0	(29,547)	0	(29,547)	
Transfer Out	2810 6350	EE		0.00	(50,564)	0	0	(50,564)	
Transfer Out	2810 2963	EE		0.00	0	(4,397)	0	(4,397)	
NET DEPARTMENT CHANGES				(22.00)	(624,847)	(59,435)	(138,908)	(823,190)	

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF GENERAL SERVICES

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
DEPARTMENT CORE REQUEST									
			PS	44.11	904,289	208,713	70,572	1,183,574	
			EE	0.00	138,900	60,253	5,447,752	5,646,905	
			Total	44.11	1,043,189	268,966	5,518,324	6,830,479	
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS									
Core Reallocation	3254 2962		PS	(0.56)	0	(13,476)	0	(13,476)	
Core Reallocation	3254 3591		PS	(0.42)	0	0	(10,098)	(10,098)	
Core Reallocation	3254 6349		PS	(6.02)	(144,870)	0	0	(144,870)	
Core Reallocation	3254 6350		EE	0.00	(111,213)	0	0	(111,213)	
Core Reallocation	3254 2963		EE	0.00	0	(9,670)	0	(9,670)	
NET GOVERNOR CHANGES				(7.00)	(256,083)	(23,146)	(10,098)	(289,327)	
GOVERNOR'S RECOMMENDED CORE									
			PS	37.11	759,419	195,237	60,474	1,015,130	
			EE	0.00	27,687	50,583	5,447,752	5,526,022	
			Total	37.11	787,106	245,820	5,508,226	6,541,152	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88872C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Division of General Services	DIVISION: General Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$1,183,574	20%	\$236,715
	E&E	\$199,153	20%	\$39,831
<i>Total Request</i>		\$1,382,727	20%	\$276,546

The Division of General Services (DGS) requests 20% flexibility for personal services and expense and equipment in FY2008. This flexibility allows DGS to compensate for potential shortfalls. During FY2007 DGS will examine its core functions and may revise or eliminate certain processes.

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$12,000	\$15,000	20% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
--	---

Personal Services was used to cover E&E shortfall

Flexibility will be used for potential personal services or expense and equipment shortfalls.

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF GENERAL SERVICES								
CORE								
OFFICE SUPPORT ASST (CLERICAL)	182,497	8.94	198,213	10.61	191,859	11.22	191,859	11.22
ADMIN OFFICE SUPPORT ASSISTANT	61,180	2.21	51,606	2.00	51,606	2.00	51,606	2.00
OFFICE SUPPORT ASST (KEYBRD)	37,295	1.82	80,571	3.00	59,847	3.39	39,699	2.39
SR OFC SUPPORT ASST (KEYBRD)	38,708	1.58	54,966	3.00	7,974	1.00	7,974	1.00
OFFICE SERVICES ASST	19,540	0.80	32,073	1.00	26,076	1.00	0	(0.00)
MAILING EQUIPMENT OPER	48,683	1.96	97,084	3.00	51,576	2.00	0	0.00
MAIL ROOM SPV	26,808	1.00	31,498	1.00	27,876	1.00	0	(0.00)
STORES CLERK	21,204	1.00	44,828	2.00	44,828	2.00	44,828	2.00
STOREKEEPER I	22,342	0.91	28,943	1.00	28,943	1.00	28,943	1.00
OFFICE SERVICES COOR I	40,828	0.99	42,482	1.00	42,482	1.00	42,482	1.00
EXECUTIVE I	61,665	1.99	67,701	2.00	67,701	2.00	67,701	2.00
EXECUTIVE II	106,740	3.01	105,032	3.00	69,236	2.00	69,236	2.00
BUILDING MGR II	6,302	0.17	0	0.00	0	(0.00)	0	(0.00)
TELECOMMUN ANAL IV	47,281	0.99	49,196	1.00	49,196	1.00	49,196	1.00
CUSTODIAL WORKER I	35,809	1.99	37,424	2.00	0	(0.00)	0	(0.00)
HOUSEKEEPER I	26,808	1.00	27,880	1.00	0	(0.00)	0	(0.00)
LABORER I	18,125	0.99	18,982	1.00	18,982	1.00	18,982	1.00
LABORER II	1,035	0.05	0	0.00	0	0.00	0	0.00
GROUNDSKEEPER I	42,427	1.99	44,200	2.00	0	0.00	0	0.00
MAINTENANCE WORKER I	93,052	4.00	62,911	4.00	0	0.00	0	0.00
MAINTENANCE WORKER II	193,493	6.98	175,967	8.00	0	(0.00)	0	(0.00)
MAINTENANCE SPV I	62,950	1.84	68,413	2.00	0	0.00	0	0.00
MOTOR VEHICLE DRIVER	144,841	6.46	186,867	8.50	186,867	8.50	144,099	6.50
DIVISION DIRECTOR	78,286	1.00	81,458	1.00	81,458	1.00	81,458	1.00
DESIGNATED PRINCIPAL ASST DIV	65,141	0.99	135,558	2.00	135,558	2.00	135,558	2.00
CLERK	7,622	0.41	0	0.00	0	0.00	0	0.00
TYPIST	5,696	0.22	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	927	0.02	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	65,141	0.99	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	39,892	1.00	41,509	1.00	41,509	1.00	41,509	1.00
TOTAL - PS	1,602,318	57.30	1,765,362	66.11	1,183,574	44.11	1,015,130	37.11
TRAVEL, IN-STATE	24,732	0.00	33,147	0.00	6,267	0.00	6,267	0.00

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DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF GENERAL SERVICES								
CORE								
TRAVEL, OUT-OF-STATE	0	0.00	100	0.00	100	0.00	100	0.00
FUEL & UTILITIES	235,240	0.00	0	0.00	0	0.00	0	0.00
SUPPLIES	63,137	0.00	47,351	0.00	24,027	0.00	10,900	0.00
PROFESSIONAL DEVELOPMENT	500	0.00	0	0.00	50	0.00	50	0.00
COMMUNICATION SERV & SUPP	16,647	0.00	29,616	0.00	10,094	0.00	7,620	0.00
PROFESSIONAL SERVICES	119,371	0.00	53,079	0.00	29,120	0.00	28,936	0.00
JANITORIAL SERVICES	79,627	0.00	92,422	0.00	4,833	0.00	4,833	0.00
M&R SERVICES	118,533	0.00	111,679	0.00	109,616	0.00	8,587	0.00
MOTORIZED EQUIPMENT	13,537	0.00	2,441	0.00	2,441	0.00	2,441	0.00
OFFICE EQUIPMENT	3,356	0.00	99	0.00	621	0.00	621	0.00
OTHER EQUIPMENT	1,364	0.00	2,440	0.00	1,076	0.00	1,076	0.00
PROPERTY & IMPROVEMENTS	0	0.00	5,000	0.00	3,000	0.00	3,000	0.00
REAL PROPERTY RENTALS & LEASES	815	0.00	0	0.00	1,000	0.00	250	0.00
EQUIPMENT RENTALS & LEASES	10,007	0.00	8,883	0.00	6,725	0.00	3,406	0.00
MISCELLANEOUS EXPENSES	435	0.00	2,050	0.00	183	0.00	183	0.00
REBILLABLE EXPENSES	4,883,359	0.00	5,500,000	0.00	5,447,752	0.00	5,447,752	0.00
TOTAL - EE	5,570,660	0.00	5,888,307	0.00	5,646,905	0.00	5,526,022	0.00
GRAND TOTAL	\$7,172,978	57.30	\$7,653,669	66.11	\$6,830,479	44.11	\$6,541,152	37.11
GENERAL REVENUE	\$1,594,398	43.78	\$1,668,036	51.47	\$1,043,189	34.75	\$787,106	28.73
FEDERAL FUNDS	\$315,406	8.17	\$328,401	9.64	\$268,966	7.55	\$245,820	6.99
OTHER FUNDS	\$5,263,174	5.35	\$5,657,232	5.00	\$5,518,324	1.81	\$5,508,226	1.39

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of General Services

Program is found in the following core budget(s): Division of General Services

1. What does this program do?

PROGRAM SYNOPSIS: The Division of General Services (DGS) provides expertise to support and manage certain technical and administrative activities required to operate Department of Social Services offices and programs. These are functions ancillary to the core functions of the program divisions and are best managed centrally. Services provided include:

1. Bulk Mail Processing (mailings include assistance payments, provider payments and required recipients mailings)
2. Telecommunications Support (central and field office support)
3. Warehouse Management (supply, furniture and equipment distribution)
4. Building Maintenance (office moves and remodeling and specialty/systems furniture applications)
5. DSS Fleet Management
6. DSS Inventory Management
7. Deliveries to DSS field offices
8. Homeland Security Oversight and SEMA/Office Safety Coordination
9. Building management functions for the Prince Hall Family Support Center.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute RSMo. 660.010

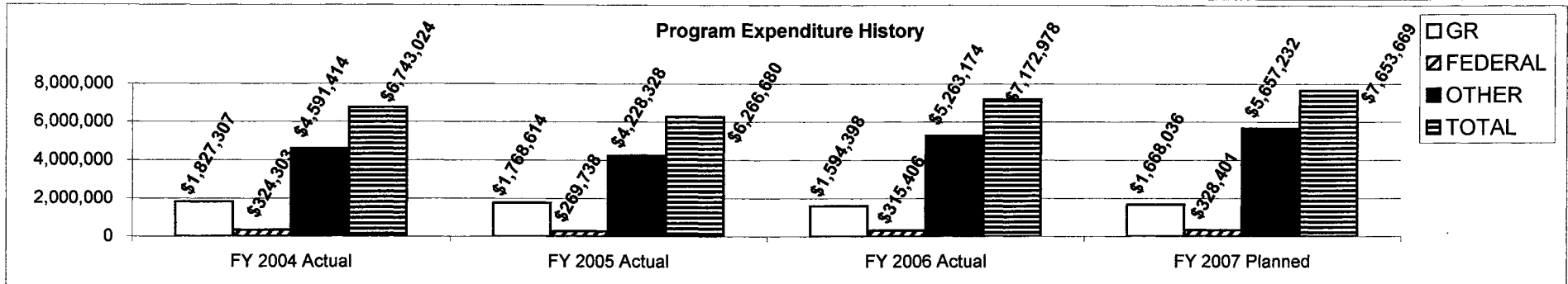
3. Are there federal matching requirements? If yes, please explain.

No

4. Is this a federally mandated program? If yes, please explain.

No

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections (0169) and Administrative Trust Fund (0545)

7a. Provide an effectiveness measure.

Savings by Maximizing Resources		
SFY	Actual	Target
2004	\$494,365	
2005	\$505,402	
2006	\$472,462	
2007		\$570,000
2008		\$630,000
2009		\$630,000

7b. Provide an efficiency measure.

Savings from Bar Coding		
SFY	Actual	Target
2004	\$204,438	
2005	\$311,970	
2006	\$406,294	
2007		\$400,000
2008		\$450,000
2009		\$450,000

7c. Provide the number of clients/individuals served, if applicable.

Provide services to approximately 8,500 departmental employees.

7d. Provide a customer satisfaction measure, if available.

N/A

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DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
DIVISION OF LEGAL SERVICES									
CORE									
PERSONAL SERVICES									
GENERAL REVENUE	1,614,985	44.59	1,769,044	53.62	1,769,044	53.62	1,769,044	53.62	
DEPT OF SOC SERV FEDERAL & OTH	2,698,711	74.52	2,961,959	71.99	2,961,959	71.99	2,961,959	71.99	
THIRD PARTY LIABILITY COLLECT	468,447	12.98	521,063	13.29	521,063	13.29	521,063	13.29	
CHILD SUPPORT ENFORCEMT COLLTN	146,249	3.84	156,472	3.07	156,472	3.07	156,472	3.07	
TOTAL - PS	4,928,392	135.93	5,408,538	141.97	5,408,538	141.97	5,408,538	141.97	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	14,942	0.00	201,065	0.00	201,065	0.00	201,065	0.00	
DEPT OF SOC SERV FEDERAL & OTH	383,263	0.00	680,184	0.00	680,184	0.00	680,184	0.00	
THIRD PARTY LIABILITY COLLECT	228,224	0.00	115,339	0.00	115,339	0.00	115,339	0.00	
TOTAL - EE	626,429	0.00	996,588	0.00	996,588	0.00	996,588	0.00	
TOTAL	5,554,821	135.93	6,405,126	141.97	6,405,126	141.97	6,405,126	141.97	
GENERAL STRUCTURE ADJUSTMENT - 0000012									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	69,956	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	71,972	0.00	
THIRD PARTY LIABILITY COLLECT	0	0.00	0	0.00	0	0.00	15,634	0.00	
CHILD SUPPORT ENFORCEMT COLLTN	0	0.00	0	0.00	0	0.00	4,694	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	162,256	0.00	
TOTAL	0	0.00	0	0.00	0	0.00	162,256	0.00	
CA/N Hotline Adminis. Review - 1886002									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	410,730	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	129,704	0.00	0	0.00	
TOTAL - EE	0	0.00	0	0.00	540,434	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	540,434	0.00	0	0.00	

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FY08 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
Contract Audit & Investigation - 1886001								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	0	0.00	500,000	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	500,000	0.00	0	0.00
TOTAL	0	0.00	0	0.00	500,000	0.00	0	0.00
GRAND TOTAL	\$5,554,821	135.93	\$6,405,126	141.97	\$7,445,560	141.97	\$6,567,382	141.97

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CORE DECISION ITEM

Department: Social Services
Division: Legal Services
Appropriation: Legal Services

Budget Unit Number: 88912C

1. CORE FINANCIAL SUMMARY

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS	1,769,044	2,961,959	677,535	5,408,538
EE	201,065	680,184	115,339	996,588
PSD				
TRF				
Total	1,970,109	3,642,143	792,874	6,405,126
FTE	53.62	71.99	16.36	141.97

Est. Fringe	934,763	1,565,099	358,009	2,857,871
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)
Child Support Enforcement Collections Fund (0169)

FY 2008 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,769,044	2,961,959	677,535	5,408,538
EE	201,065	680,184	115,339	996,588
PSD				
TRF				
Total	1,970,109	3,642,143	792,874	6,405,126
FTE	53.62	71.99	16.36	141.97

Est. Fringe	934,763	1,565,099	358,009	2,857,871
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)
Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

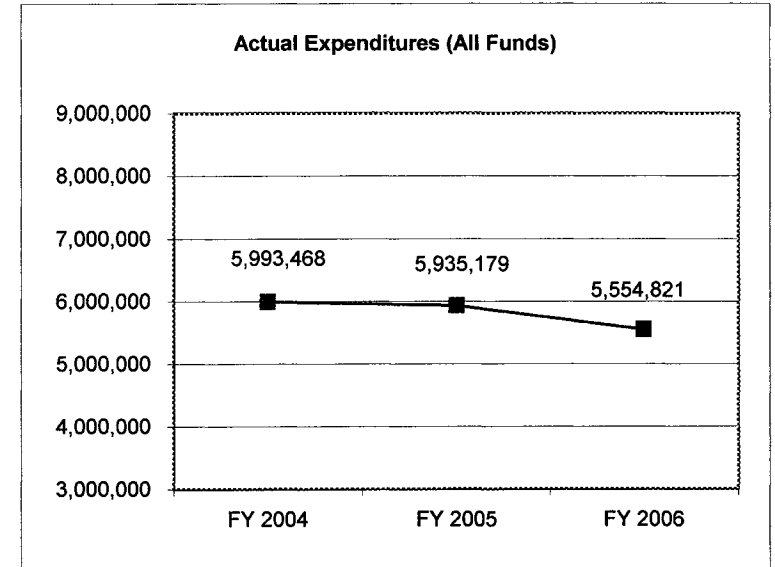
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

4. FINANCIAL HISTORY

	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Current Yr.
Appropriation (All Funds)	6,606,018	6,551,244	6,209,145	6,405,126
Less Reverted (All Funds)	(61,485)	(119,073)	(50,414)	N/A
Budget Authority (All Funds)	6,544,533	6,432,171	6,158,731	N/A
Actual Expenditures (All Funds)	5,993,468	5,935,179	5,554,821	N/A
Unexpended (All Funds)	551,065	496,992	603,910	N/A
Unexpended, by Fund:				
General Revenue	570	16,895	112	N/A
Federal	116,194	201,130	479,904	N/A
Other	434,301	278,967	123,894	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

NOTES:

FY2004:

\$105,729 Federal Fund agency reserve for authority in excess of cash; \$371,516 Third Party Liability fund agency reserve; \$50,000 CSEC fund agency reserve.

FY2005:

\$155,000 Federal Fund agency reserve for authority in excess of cash; \$238,000 Third Party Liability fund agency reserve

FY2006:

\$478,344 Federal Fund agency reserve for authority in excess of cash; \$91,516 Third Party Liability fund agency reserve

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF LEGAL SERVICES

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	141.97	1,769,044	2,961,959	677,535	5,408,538	
	EE	0.00	201,065	680,184	115,339	996,588	
	Total	141.97	1,970,109	3,642,143	792,874	6,405,126	
DEPARTMENT CORE REQUEST							
	PS	141.97	1,769,044	2,961,959	677,535	5,408,538	
	EE	0.00	201,065	680,184	115,339	996,588	
	Total	141.97	1,970,109	3,642,143	792,874	6,405,126	
GOVERNOR'S RECOMMENDED CORE							
	PS	141.97	1,769,044	2,961,959	677,535	5,408,538	
	EE	0.00	201,065	680,184	115,339	996,588	
	Total	141.97	1,970,109	3,642,143	792,874	6,405,126	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88912C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Division of Legal Services	DIVISION: Legal Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$5,408,538	20%	\$1,081,708
	E&E	\$996,588	20%	\$199,318
<i>Total Request</i>		\$6,405,126		\$1,281,025

Flexibility allows the Division of Legal Services (DLS) to effectively provide legal support to all of the divisions within DSS. To best meet timeframes, secure expertise and ensure program divisions' are served in the most appropriate and timely manner, DLS must decide whether goals can be achieved by utilizing in-house staff or consider the need for contracted services. Flexibility allows DLS to better budget for any attritional compensation that was not previously required. Appropriation

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 20% flexibility for all funds between personal services and expense and equipment. DLS does not have an estimate of the amount of flexibility that may be utilized during FY2007.	20% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
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20% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows the opportunity to determine the most efficient and effective manner in providing support for the Department of Social Services. Uses will be determined on an "as needed" basis.

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
CORE								
OFFICE SUPPORT ASST (CLERICAL)	21,987	1.00	0	0.00	24,086	1.00	24,086	1.00
ADMIN OFFICE SUPPORT ASSISTANT	139,371	5.34	134,198	5.00	173,534	6.00	173,534	6.00
OFFICE SUPPORT ASST (KEYBRD)	245,720	11.64	323,974	15.00	274,648	14.00	274,648	14.00
SR OFC SUPPORT ASST (KEYBRD)	326,666	14.06	364,816	14.00	347,232	14.00	347,232	14.00
TRAINING TECH I	30,288	1.00	31,499	1.00	32,760	1.00	32,760	1.00
CLAIMS & RESTITUTION TECH I	88,077	2.98	92,564	3.00	92,564	3.00	92,564	3.00
CLAIMS & RESTITUTION TECH II	30,603	1.00	32,074	1.00	33,359	1.00	33,359	1.00
INVESTIGATOR I	64,704	2.00	67,292	2.00	69,989	2.00	69,989	2.00
INVESTIGATOR II	805,015	22.78	885,161	24.43	946,578	23.43	946,578	23.43
INVESTIGATOR III	655,191	17.21	685,135	17.00	770,428	19.00	770,428	19.00
HEARINGS OFFICER	35,251	0.80	45,328	1.00	0	(0.00)	0	(0.00)
INVESTIGATION MGR B1	147,096	2.99	245,982	4.00	152,980	3.00	152,980	3.00
DIVISION DIRECTOR	82,985	1.00	86,528	1.00	86,528	1.00	86,528	1.00
DEPUTY DIVISION DIRECTOR	65,196	1.00	67,804	1.00	67,805	1.00	67,805	1.00
DESIGNATED PRINCIPAL ASST DIV	8,515	0.15	8,855	0.15	8,854	0.15	8,854	0.15
LEGAL COUNSEL	1,112,669	25.46	1,189,655	25.06	1,179,518	25.06	1,179,518	25.06
HEARINGS OFFICER	824,764	19.40	896,519	21.33	896,519	21.33	896,519	21.33
CLERK	9,246	0.50	9,617	0.50	9,618	0.50	9,618	0.50
TYPIST	7,642	0.45	9,646	0.50	9,646	0.50	9,646	0.50
MISCELLANEOUS PROFESSIONAL	54,995	0.95	62,400	1.00	62,400	1.00	62,400	1.00
SPECIAL ASST PROFESSIONAL	65,196	1.00	67,804	1.00	67,805	1.00	67,805	1.00
SPECIAL ASST OFFICE & CLERICAL	97,523	2.99	101,687	3.00	101,687	3.00	101,687	3.00
INVESTIGATOR	9,692	0.23	0	0.00	0	0.00	0	0.00
TOTAL - PS	4,928,392	135.93	5,408,538	141.97	5,408,538	141.97	5,408,538	141.97
TRAVEL, IN-STATE	56,770	0.00	79,465	0.00	79,465	0.00	79,465	0.00
TRAVEL, OUT-OF-STATE	104	0.00	1,000	0.00	2,200	0.00	2,200	0.00
FUEL & UTILITIES	12,027	0.00	0	0.00	0	0.00	0	0.00
SUPPLIES	165,119	0.00	214,690	0.00	180,690	0.00	180,690	0.00
PROFESSIONAL DEVELOPMENT	22,052	0.00	38,571	0.00	25,051	0.00	25,051	0.00
COMMUNICATION SERV & SUPP	102,133	0.00	126,238	0.00	126,238	0.00	126,238	0.00
PROFESSIONAL SERVICES	127,576	0.00	429,192	0.00	484,295	0.00	484,295	0.00
JANITORIAL SERVICES	35	0.00	769	0.00	100	0.00	100	0.00

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
CORE								
M&R SERVICES	46,193	0.00	51,544	0.00	51,544	0.00	51,544	0.00
MOTORIZED EQUIPMENT	34,000	0.00	0	0.00	0	0.00	0	0.00
OFFICE EQUIPMENT	42,237	0.00	25,000	0.00	25,000	0.00	25,000	0.00
OTHER EQUIPMENT	1,434	0.00	4,821	0.00	1,534	0.00	1,534	0.00
PROPERTY & IMPROVEMENTS	2,150	0.00	1,000	0.00	1,000	0.00	1,000	0.00
REAL PROPERTY RENTALS & LEASES	0	0.00	8,000	0.00	0	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	4,020	0.00	3,847	0.00	7,020	0.00	7,020	0.00
MISCELLANEOUS EXPENSES	10,579	0.00	12,451	0.00	12,451	0.00	12,451	0.00
TOTAL - EE	626,429	0.00	996,588	0.00	996,588	0.00	996,588	0.00
GRAND TOTAL	\$5,554,821	135.93	\$6,405,126	141.97	\$6,405,126	141.97	\$6,405,126	141.97
GENERAL REVENUE	\$1,629,927	44.59	\$1,970,109	53.62	\$1,970,109	53.62	\$1,970,109	53.62
FEDERAL FUNDS	\$3,081,974	74.52	\$3,642,143	71.99	\$3,642,143	71.99	\$3,642,143	71.99
OTHER FUNDS	\$842,920	16.82	\$792,874	16.36	\$792,874	16.36	\$792,874	16.36

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Legal Services

Program is found in the following core budget(s): Division of Legal Services

1. What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

Litigation

Through DLS attorneys and support staff, the Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The deputy of the section assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence, St. Joseph, Springfield and Joplin.

The primary focus of the litigation attorneys is to assist the Children's Division (CD) in placing foster children in safe, stable and loving permanent homes through reunification with their families or, if that is not possible, by advocating for placement with appropriate relatives, guardianships, adoptive homes or other appropriate placements based upon the needs of each family and child.

Additional duties include:

- provide legal advice and representation to the child abuse and neglect hotline system by providing training and consultation for investigators and staff and by defending the decisions made by the department in Circuit Court;
- provide competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- provide legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- advise and assist the CD on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- perform legal research;
- review proposed legislation;
- assist in the review and drafting of contracts between divisions and nongovernment service providers;
- review and draft memorandums of understanding between the department/divisions and other governmental entities;
- provide legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- provide legal advice and counsel to the Division of Medical Services in administering the Medicaid program;
- provide legal support to the Family Support Division in administering the income maintenance and child support programs; and
- provide legal assistance to the other support divisions within the department.

Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis and Independence who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the Division of Medical Services. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

Investigations

The Investigation Section is divided into four units: Welfare Investigations, Medicaid Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions -- Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

Medicaid Program fraud and abuse committed by recipients is investigated by the Medicaid Investigation Unit (MIU). The MIU is responsible for the investigation, identification and collection of evidence for use in criminal and civil prosecutions relating to Recipient Medicaid Program fraud and abuse. MIU is also responsible for Medicaid provider compliance investigations including overpayments, denial of enrollments, and program sanctions. The MIU is involved with two multi-agency (federal and state) task forces in an effort to prosecute cases of fraud and abuse of medical entitlement programs.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department have a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR 404.1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR 440-441,483; 45 CFR 205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1-456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

3. Are there federal matching requirements? If yes, please explain.

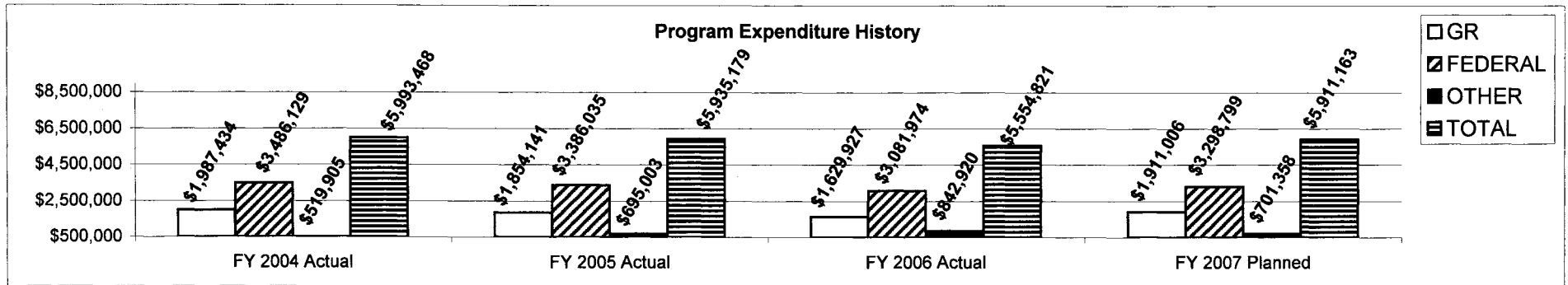
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: Medicaid, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and Medicaid fraud. The litigation section manages cases related to Medicaid utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Third Party Liability Fund and Child Support Enforcement Collections.

7a. Provide an effectiveness measure.

Average number of Months between the Date Assigned or TPR Goal is Determined (whichever is later) to the Date the Goal is Acheived		
SFY	Actual	Projected
2004	N/A	N/A
2005	15.0	N/A
2006	14.0	12.0
2007		12.0
2008		12.0
2009		12.0

Average number of Months between Permanency Planning Case Assignment to Attorney and Closure		
SFY	Actual	Projected
2004	N/A	N/A
2005	15.0	N/A
2006	13.0	20.0
2007		20.0
2008		20.0
2009		20.0

7b. Provide an efficiency measure.

Annual Amount of Collections of Claims for Overpayment of Public Assistance		
SFY	Actual	Projected
2004	\$1.9 million	N/A
2005	\$1.9 million	\$1.5 million
2006	\$1.5 million	\$1.5 million
2007		\$1.5 million
2008		\$1.5 million
2009		\$1.5 million

Annual Number of Recipient Fraud and Abuse Cases Conducted by the Medicaid Investigations Unit (MIU)		
SFY	Actual	Projected
2004	1,062	N/A
2005	1,194	910
2006	1,212	910
2007		910
2008		910
2009		910

Average Number of Days between the date a Child Support Hearing Request is Received to the Date of the Hearing		
SFY	Actual	Projected
2004	N/A	N/A
2005	88	88
2006	105*	80
2007		80
2008		80
2009		80

*Since the submission of these goals the Child Support Hearings Unit has begun to conduct hearings for Modifications of Judicial Orders, which has impacted the length of time between date requested and hearing date.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Protective Service cases closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2004	1,966	N/A	16,302	15,300	6,526	5,575	354	625
2005	1,687	2,200	14,484	16,500	6,390	6,700	307	425
2006	1,439	1,800	16,562	15,500	6,537	6,500	218*	350
2007		1,800		15,500		6,500		350
2008		1,800		15,500		6,500		350
2009		1,600		18,164		6,500		350

*Due to staff illnesses, STAT operated short handed during FY 06. Also, there is a growing trend of complex crossover cases that involve both sexual abuse and computer exploitation.

7d. Provide a customer satisfaction measure, if available.

**NEW DECISION ITEM
RANK: 31**

Department: Social Services
Division: Legal Services
DI Name: CA/N Hotline Administrative Reviews

Budget Unit: 88912C
DI#: 1886002

1. AMOUNT OF REQUEST

	FY 2008 Budget Request			
	GR	Federal	Other	Total
PS				
EE	410,730	129,704		540,434
PSD				
TRF				
Total	410,730	129,704		540,434
 FTE	 0.00	 0.00		 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2008 Governor's Recommendation			
	GR	Fed	Other	Total
PS				
EE				
PSD				
TRF				0
Total				
 FTE				 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

As a condition of receipt of federal funds for participation in the Child Abuse and Neglect hotline system DSS is required to have a hearing system in place for review of hotline determinations. 42 U.S.C. §5106a. The Federal and State constitutions also require a procedure for administrative and/or judicial review of substantiated hotline determinations. A Cole county circuit judge has found that the current procedures are unconstitutional. The case is on appeal to the Missouri Supreme Court.

As a result of the judge's decision and pending appeal, a CA/N Review Board workgroup was formed to identify the implications of this decision and to provide recommendations for a plan of action for the Department of Social Services. Members included representatives from Children's Division (CD), Division of Legal Services (DLS) and Office of Child Advocate. This proposal will implement the workgroups recommendation. DLS is proposing to eliminate the CA/N Review Board and adopt more formal administrative review procedures through the administrative hearing process.

This proposal will affect the following agencies:

Children's Division

DLS Hearings Unit – if the hearing is conducted by DLS-Hearings

DLS Litigation Unit - to provide legal representation for CD

DLS is proposing to secure attorney services through contracts in order to implement this proposal. Litigation Attorneys and Hearing Officers will be solicited in the Jefferson City, Kansas City, Springfield and St. Louis areas, where the hearings will be held. DLS proposes that all hearings be held at the closest regional location. DLS will attempt to secure contracts with individuals based in strategically placed areas of the state to reduce travel reimbursement costs.

Contract requirements will include:

- Litigation representation for CD in administrative hearings.
- Involvement in the development and implementation of training for CD investigators and CD workers who present cases to the hearing officers.
- Hearing officers will conduct administrative hearings.
- Assuming all hearings will require "In-person" hearings, which assumes all parties will travel to a single location, a provision for the reimbursement of mileage and miscellaneous expenses will be included in the contract.

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one times and how those amounts were calculated.)

Assumptions and Fiscal Impact:

DLS Litigation:

- Over the past three fiscal years DLS has handled an average of 33 judicial review cases of CANRB decisions each fiscal year.
- DLS Litigation will draft and implement a training program in cooperation with CD for CD investigators to provide training for handling the legal issues which arise in investigating cases and participating in the administrative hearing process.
- Rules of evidence will apply at the administrative hearings.
- Some hearings, especially hearings where the alleged perpetrator is represented by counsel, will require that witnesses be subpoenaed and testimony taken. Attorneys would, therefore, require time to prepare to represent the Division at hearings.
- It is estimated that this will require litigation attorneys to attend most, but not all of the hearings.
- Over the past three fiscal years the average number of reviews heard by the CANRB was 286. DLS is estimating that litigation attorney's would be required to represent CD in all 286 administrative hearings in addition to the 33 cases that will require judicial review, totaling 319 cases that litigation attorneys will be required to handle per year. DLS anticipates that the average case will require approximately 20 hours to prepare and attend. As a result, we project the total number of hours required of litigation attorneys would be approximately 6,380 hours (319 x 20 hours). DLS anticipates the total cost of contracting litigation attorney services to be approximately \$319,000 (6,380 x \$50/hour).

DLS Hearings Unit:

- DLS estimates the average hearing will last approximately 6 hours. It is estimated the written decisions on these cases will average approximately 8 hours to complete. As a result, we project the total number of hours required of hearing officers would be approximately 4,004 hours (286 x 14 hours). DLS anticipates the total cost of contracting litigation attorney services to be approximately \$200,200 (4,004 x \$50/hour).

Expenses:

DLS currently reimburses contracted attorneys for mileage and expenses incurred while representing the agency. We are proposing hearings be conducted in one of the four cities listed, which will result in minimal mileage reimbursement costs. Estimating each case may required an average of 25 miles reimbursed, the total reimbursement would be approximately \$6277 [319 + 286 + (41.5¢ x 25 miles)]; the total cost of phone calls is estimated to be \$3,432 (286 x 2/hours per case @ 10¢/minute); the total cost of copies is estimated to be \$10,725 (286 x 100 pages @ 25¢/page & 286 x 50 pages @ 25¢/page), and the total cost of postage \$800 (286 @ \$2.80 per hearing) are also reimbursed. It is estimated the total costs for expenses reimbursed to be \$21,234.

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Attorney Services	394,592		124,608				519,200		
Photo Copies Reimbursement	8,151		2,574				10,725		
Mileage Reimbursement	4,771		1,506				6,277		
Telephone Reimbursement	2,608		824				3,432		
Postage Reimbursement	608		192				800		
Total EE	410,730		129,704		0		540,434		0
Program Distributions									
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	410,730	0.0	129,704	0.0	0	0.0	540,434	0.0	0

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions									
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

6a. Provide an effectiveness measure.

Average number of Months between Permanency Planning Case Assignment to Attorney and Closure		
SFY	Actual	Projected
2004	N/A	N/A
2005	15.0	N/A
2006	13.0	20.0
2007		20.0
2008		20.0
2009		20.0

6b. Provide an efficiency measure.

SFY	Number of days between Hearing Date and Date the Hearing Decision's Mailed											
	Child Support		Medical Assistance		Temporary Assistance		Food Stamps (FS)		FS Disqualifications		Misc.	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2004	N/A		N/A		N/A		N/A		N/A		N/A	N/A
2005	25		22		13		6		18		24	
2006*	30		23		14		7		17		28	
2007												
2008												
2009												

*During FY2006 the DLS Hearings Section experienced extreme turn over in Hearing Officer positions. As a result of having to dedicate time to interview, hire and train new, inexperienced Hearing Officers efficiency measures fell short of anticipated projections.

6c. Provide the number of clients/individuals served, if applicable.

SFY	Total CA/N Administrative Hearings			
	Litigation Attorneys		Hearings Officers	
	Actual	Projected	Actual	Projected
2004	N/A	N/A	N/A	N/A
2005	N/A	N/A	N/A	N/A
2006	N/A	N/A	N/A	N/A
2007	N/A	N/A	N/A	N/A
2008		319		286
2009		319		286

SFY	Number of Protective Service cases closed		Hearing Section Decisions	
	Actual	Projected	Actual	Projected
2004	1,966	N/A	16,302	15,300
2005	1,687	2,200	14,484	16,500
2006	1,439	1,800	16,562	15,500
2007		1,800		15,500
2008		1,800		15,500
2009		1,600		18,164

6d. Provide a customer satisfaction measure, if available.

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

DSS will implement a hearing system for review of hotline determinations that meets both federal and state requirements.

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
CA/N Hotline Adminis. Review - 1886002								
TRAVEL, IN-STATE	0	0.00	0	0.00	6,277	0.00	0	0.00
SUPPLIES	0	0.00	0	0.00	11,525	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	3,432	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	0	0.00	519,200	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	540,434	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$540,434	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$410,730	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$129,704	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

NEW DECISION ITEM

RANK: 32

Department: Social Services
Division: Legal Services
DI Name: Contracted Audit and Investigation Support

Budget Unit: 88912C

DI#: 1886001

1. AMOUNT OF REQUEST

FY 2008 Budget Request				
	GR	Federal	Other	Total
PS				
EE	500,000			500,000
PSD				
TRF				
Total	500,000			500,000
FTE				0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

FY 2008 Governor's Recommendation				
	GR	Fed	Other	Total
PS				
EE				
PSD				
TRF				
Total	0			0
FTE				0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

The Department of Social Services provides services to hundreds of thousands of citizens through contracts with thousands of service providers and vendors. A regular and systematic audit program is needed to ensure that services are properly and appropriately authorized to persons who are eligible to receive them and that goods and services are delivered in accordance with contract requirements at the proper price. Funding was appropriated for a small team of part-time contract compliance reviewers in FY07. This team comprised of retired DSS income maintenance and children's services professionals is fully implemented and its work has identified several cases of potential fraud and abuse. This request would enable the department to expand its current contract surveillance work and to engage accounting and legal professionals to thoroughly investigate, document and resolve potential fraud identified by contract compliance reviewers.

4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one times and how those amounts were calculated.)

A total of \$1 million is requested: \$500,000 for the Division of Budget and Finance and \$500,000 for the Division of Legal Services. The Division of Budget and Finance will retain contracted accounting and audit professionals to investigate, and formally audit contractors when potential inaccurate or improper financial activity is identified. The audit contractor will implement corrective actions and / or repayment actions taken against service providers under the direction of the department and conduct follow up compliance reviews. The Division of Legal Services will retain contracted investigators and attorneys to investigate, document and resolve cases of contract non-compliance or fraud, including terminating vendor contracts, negotiating settlement agreements, and if necessary, preparing evidence for and assistance with the prosecution of contract fraud.

Services will be retained under competitively bid contracts for service state wide (or separate regional or local contracts).

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (400)	500,000						500,000		
Total EE	500,000		0		0		500,000		0
Total PSD	0		0		0		0		0
Transfers							0		
Total TRF	0		0		0		0		0
Grand Total	500,000	0.0	0	0.0	0	0.0	500,000	0.0	0

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.									
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Total PSD	0		0		0		0		0
Transfers									
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional

6a. Provide an effectiveness measure.

6b. Provide an efficiency measure.

6c. Provide the number of clients/individuals served, if applicable.

6d. Provide a customer satisfaction measure, if available.

7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:

FY08 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2006	FY 2006	FY 2007	FY 2007	FY 2008	FY 2008	FY 2008	FY 2008
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
Contract Audit & Investigation - 1886001								
PROFESSIONAL SERVICES	0	0.00	0	0.00	500,000	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	500,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$500,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$500,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00